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ABSTRACT

This introduction to the library system at the College of Wooster in Ohio advises the user to keep a number of goals in mind in order to become an effective library user: (1) get to know the librarians and special assistants and how each can be of service; (2) learn the layout of the building and locations of the various service departments and departmental offices; (3) learn about the services, materials, functions, and policies of each library department; (4) develop a systematic method or research strategy for locating the needed information; and (5) learn what reference sources are available and how they work in order to find the information needed. Designed to help the user solve the information puzzle, this handbook provides the necessary information relative for each of the delineated goals. Both a table of contents and an index of titles discussed are provided for quick and easy access to specific items of content. Also included are floor plans for the five levels of the library, sections on special research collections that are owned by the library, and a glossary of library terms. (CGD)

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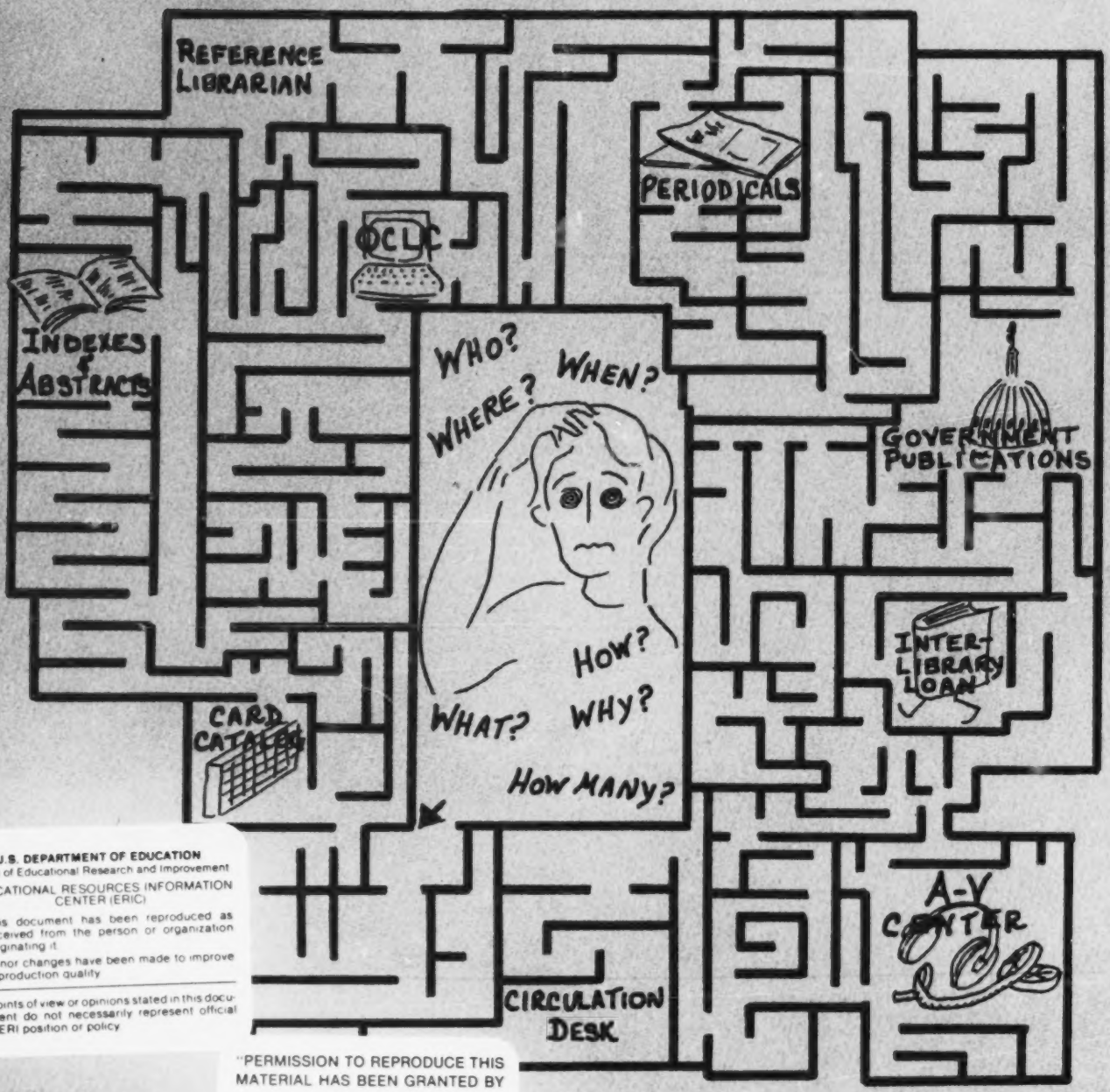
Solving the Information Puzzle



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...an Andrews Library Handbook

The College of Wooster

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LIBRARY HOURS

Following is a schedule of the library hours during the school year. Keep your eyes open for changes in this schedule during exams, breaks, and the summer sessions.

Monday - Thursday	8:00 a.m. - Midnight
Friday	8:00 a.m. - 10:00 p.m.
Saturday	8:00 a.m. - 10:00 p.m.
Sunday	1:00 p.m. - Midnight

SOLVING THE INFORMATION PUZZLE

An Andrews Library Handbook

Editor: Julia Gustafson

Contributors:
Barbara Bell
Lowell Coolidge
Michael Freeman
Denise Monbarren
Margaret Powell
Ann Shisler
William Weiss

Cover and Illustrations by:

Barbara Fleming

Calligraphy on Cover by:

Patricia Fleming

Photography

David Barnett
John Corriveau
Michael Horner

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MEET THE LIBRARIANS

PATRICIA ROM
Library Director

JULIA GUSTAFSON
Reference
Librarian

DENISE MONBARREN
Reference
Librarian

LOWELL COOLIDGE
Reference
Associate
(Archives)

BARBARA BELL
Documents /
Reference
Librarian

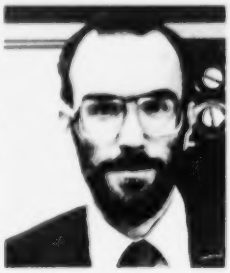
Solving the Information Puzzle: An Andrews Library Handbook is an introduction to the library system at The College of Wooster.

We've all heard the statement: "We are in the midst of an Information Explosion." Here is your chance to equip yourself to face this barrage of facts, ideas, data, sounds, predictions, and propaganda with an intelligent, organized, and critical approach.

Libraries can prove to be complex unless you take the time to learn the organization of the library you are using and get to know the librarians who are there to help you.

As Librarians, we are constantly learning about new materials (books, indexes, microforms, bibliographies, etc.) and about new ways to find information in libraries. We would welcome the opportunity to share these discoveries with you.

DAVID BARNETT
Coordinator
of Audio Visual
Services



KATHY RACE
Supervisor of
Circulation
Services

MARGARET POWELL
Documents /
Reference
Librarian

ANN SHISLER
Supervisor of
Circulation Services
(Interlibrary Loan
and Reserves)

HOW TO USE THIS HANDBOOK

To become an effective Andrews Library user, you need to keep the following goals in mind:

WHO:	Get to know who the various librarians and special assistants are and how each can be of service to you.
WHERE:	Learn the layout of the building and the locations of the various service departments and departmental offices.
WHAT:	Learn about the services, materials, functions, and policies of each library department.
WHY:	Learn why it is important to develop a systematic method of finding the information you need.
HOW:	Learn how to find the information you need and why it is important to ask a reference librarian for help if you are having trouble with your information search.

Solving the Information Puzzle: An Andrews Library Handbook is designed to help you reach these goals. Your best bet is to start with the section "Practically Speaking." Once you are familiar with the library layout and staff, the rest of the handbook will become easier to use.

Next, you ought to read "Developing an Info Search Strategy." This brief, essential section will give more meaning to the section "Reference Sources and How They Work."

The different parts of "Reference Sources and How They Work" can be covered in any order that is most practical for you, BUT ALWAYS KEEP IN MIND THE IDEAS DESCRIBED IN "DEVELOPING AN INFO SEARCH STRATEGY" AS YOU LEARN ABOUT EACH TYPE OF REFERENCE SOURCE.

It would also be of great value for you to become familiar with the "Special Collections Owned By Andrews." Amazing things can be found in this library.

A "Contents" and an "Index of Titles Discussed" are provided for quick and easy access to specific items of interest. Definitions of "Library Lingo" are also provided in case this handbook confuses you with any of its library shop talk.

Good luck, and don't forget to ask for a librarian when you need help.

PRACTICALLY SPEAKING

This section gives you a basic overview of the services, functions, policies, and physical location of each department in Andrews Library.

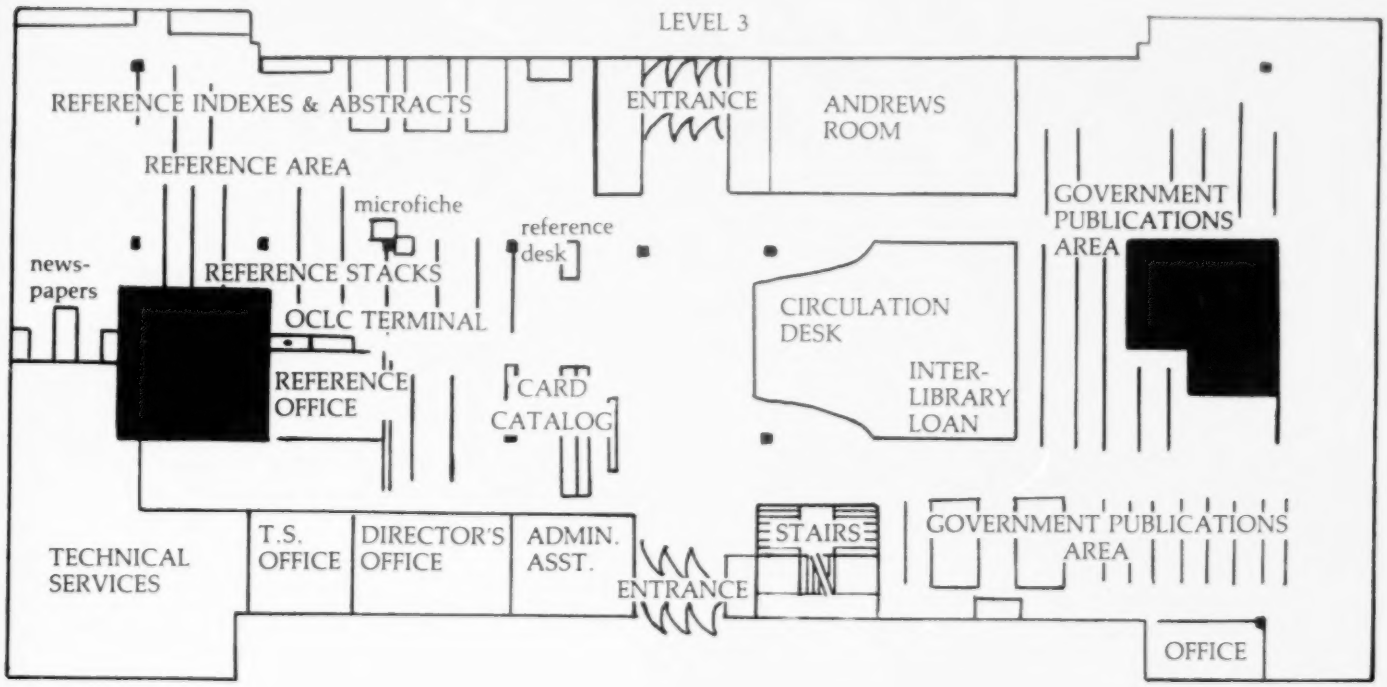
TOURS

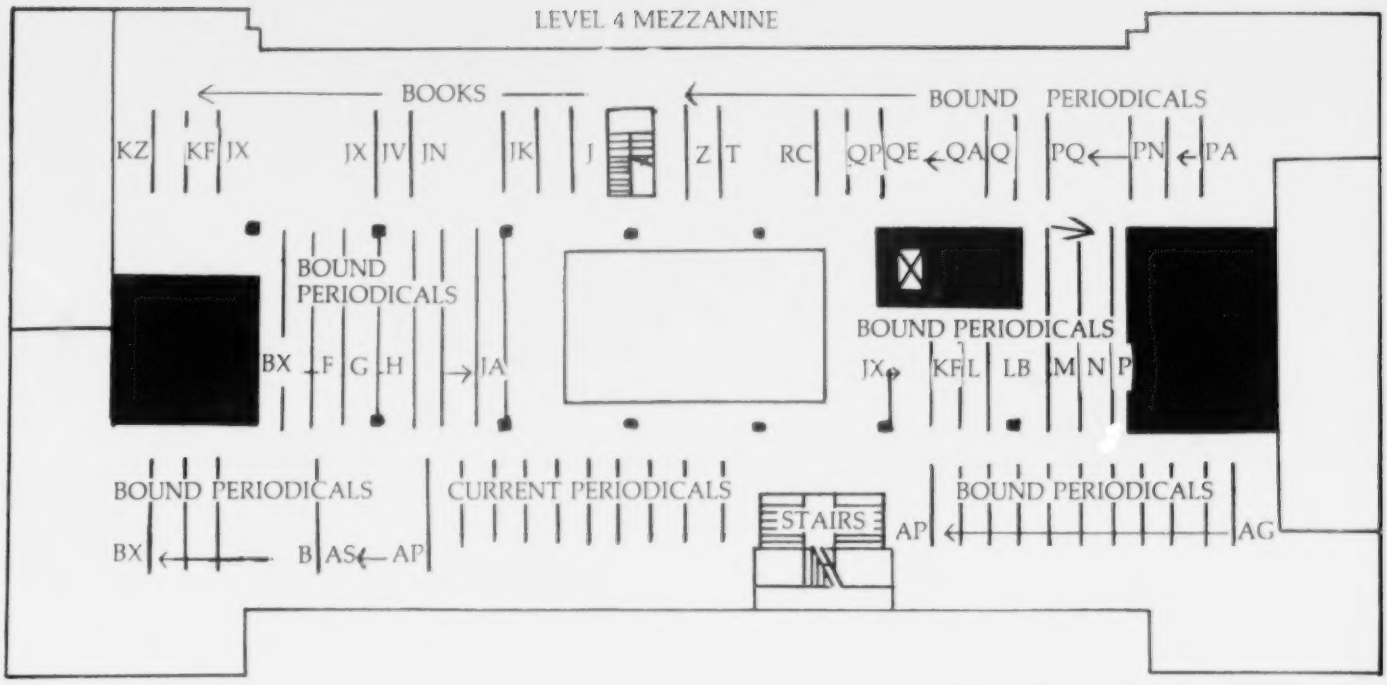
We offer two types of general library orientation tours: an AUDIO TOUR and a SLIDE-TAPE TOUR. Both are available on request at the Audio-Visual Center on Level 2 (down one level as you enter the building). They can be taken individually or in groups. It is best to call ahead (ext. 2156) to make special arrangements if there are more than five people in your group, or if you want to reserve a time and place for use of the SLIDE-TAPE.

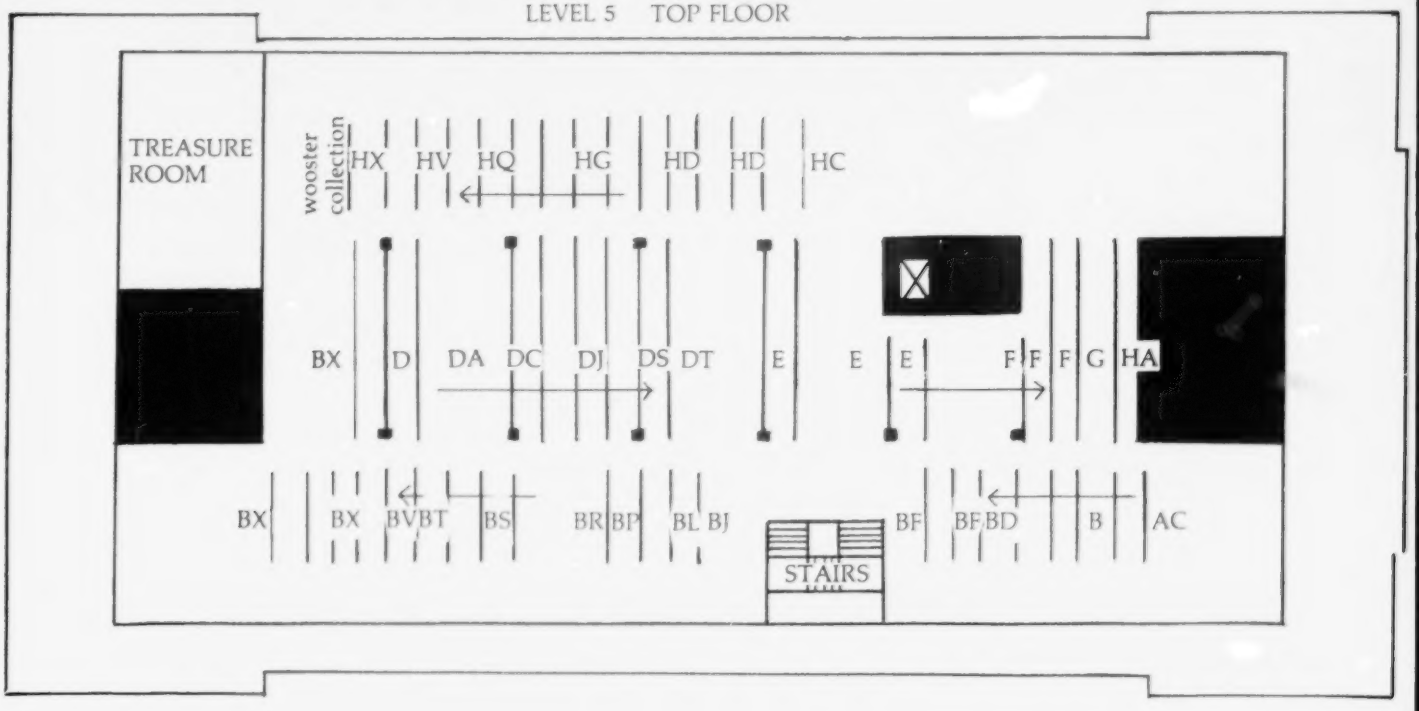
We also offer a specialized SLIDE-TAPE PROGRAM introducing U.S. Governement Publications. It is available on request at the Audio-Visual Center.

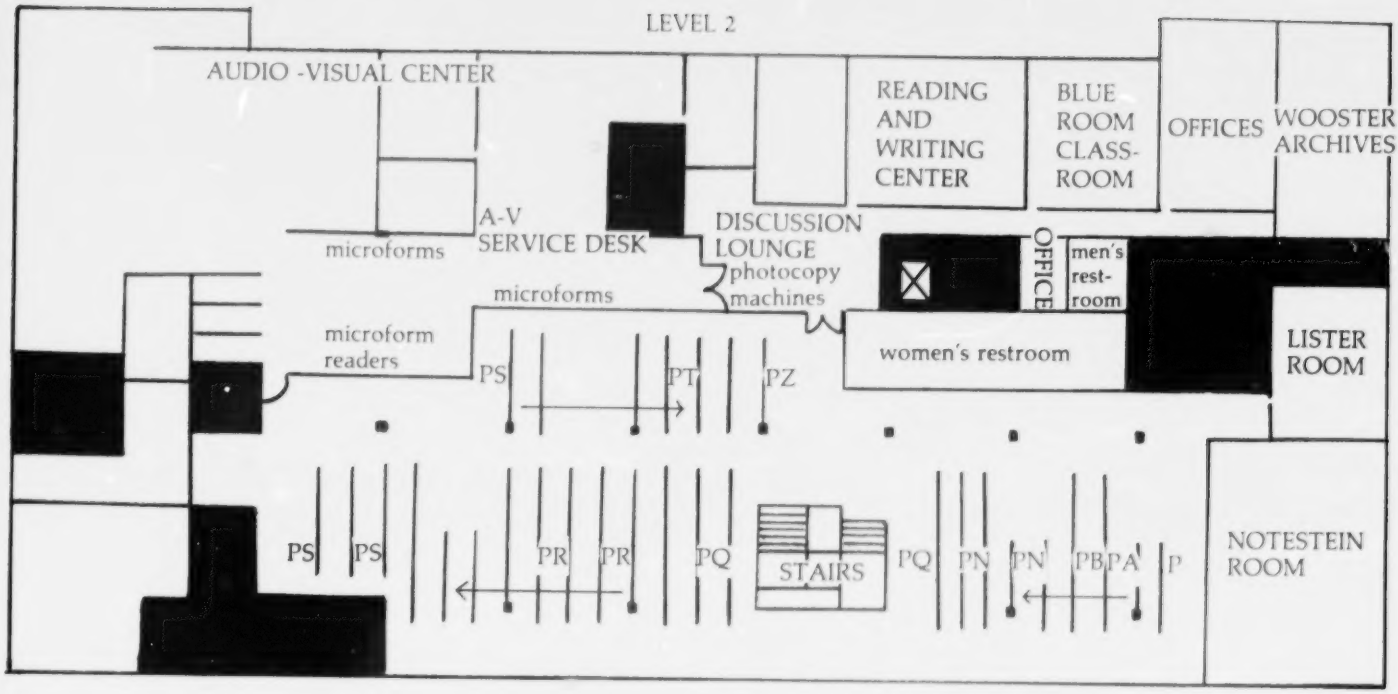
LEVELS OF THE LIBRARY

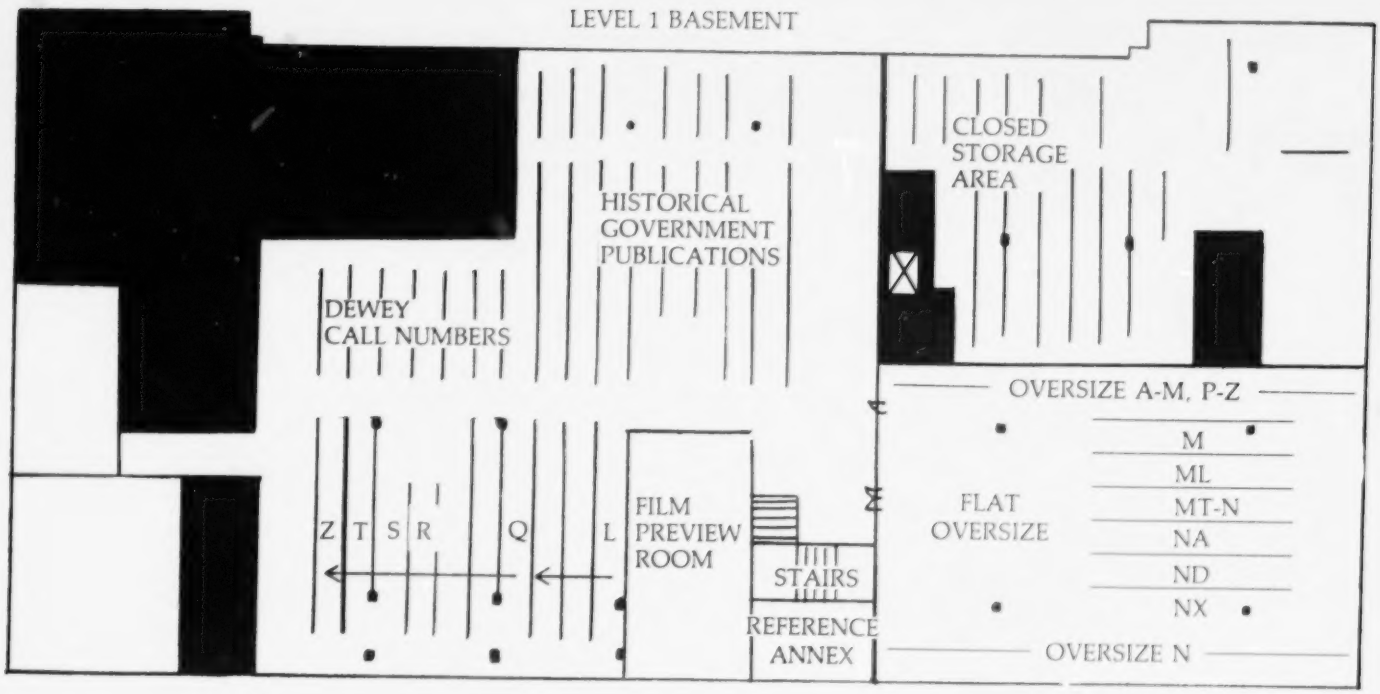
Andrews Library is made up of 5 levels. Knowledge of these levels will help you find materials and locations within the library. (Upon entering the building, you will be on the 3rd level.)




LEVEL 4 MEZZANINE
BOOKS
BOUND PERIODICALS
KZ KF JX JX JV JN JK J Z T RC QP QE QA Q PQ PN PA
BOUND PERIODICALS
BX F G H JA
BOUND PERIODICALS
JX KF L LB M N P
BOUND PERIODICALS
BX B AS AP
CURRENT PERIODICALS
STAIRS
AP AG
BOUND PERIODICALS


LEVEL 5 TOP FLOOR
TREASURE ROOM
wooster collection
HX HV HQ HG HD HD HC
BX D DA DC DJ DS DT E E E F F F G HA
BX BX BV BT BS BR BP BL BJ
STAIRS
BF BF BD B AC


LEVEL 2
AUDIO -VISUAL CENTER
READING AND WRITING CENTER
BLUE ROOM CLASS-ROOM
OFFICES
WOOSTER ARCHIVES
A-V SERVICE DESK
microforms
DISCUSSION LOUNGE
photocopy machines
OFFICE
men's rest-room
microforms
microform readers
women's restroom
LISTER ROOM
PS
PT
PZ
PS
PS
PR
PR
PQ
STAIRS
PQ
PN
PN
PB
PA
P
NOTESTEIN ROOM


LEVEL 1 BASEMENT
CLOSED STORAGE AREA
HISTORICAL GOVERNMENT PUBLICATIONS
DEWEY CALL NUMBERS
OVERSIZE A-M, P-Z
M
ML
MT-N
NA
ND
NX
FLAT OVERSIZE
Z
T
S
R
Q
L
FILM PREVIEW ROOM
STAIRS
REFERENCE ANNEX
OVERSIZE N

CIRCULATION DESK

The Circulation Desk is the place to go to borrow and return books, government publications, periodicals, document microfiche, and reserve materials; to inquire about materials missing from the shelves; and to sign up for study carrels. These and other miscellaneous functions of the Circulation Desk are explained in detail in the next few pages. (NOTE: Microfiche found in the A-V Center must be checked out at the A-V Service Desk.)

LIBRARY CARDS

Students and Staff: Use College of Wooster identification cards.

Off-campus Borrowers (alumni, junior and senior high school students, other residents of Wayne County): Apply at Circulation Desk for a separate library card.

LOAN PERIODS

Books	3 weeks, 2 renewals
U.S. Government Publications	3 weeks, 2 renewals
Reference Books	DO NOT CIRCULATE
Books for Students Enrolled in 451-452 (Senior I.S. thesis)	2 semesters
Books for Students Enrolled in 401, 402, or 403 (Other I.S. projects)	1 semester
Microfiche (with portable reader checked out from the A-V Center)	3 days
Periodicals (Exception: off-campus borrowers are to use periodicals within the building.)	7 days, 1 renewal
Special Collections	CIRCULATE WITHIN BUILDING ONLY
Books and U.S. Government Publications for Faculty	2 semesters, renewals

WHERE TO RETURN BORROWED MATERIALS

Please return all borrowed materials to the desk where you originally signed them out. All materials signed out at the Circulation Desk are returned to the Circulation Desk. All materials signed out at the A-V Center are returned to the A-V Center.

CLOSED RESERVE MATERIALS

Many professors single out certain books, periodical articles and/or government documents important to their classes and have them placed on the shelves behind the Circulation Desk for your convenience.

To Borrow Closed Reserve Materials:

1) Look up your professor's Reserve List in one of the "Reserve" binders provided at the Circulation Desk. It will be listed by department, course number, then professor's name.
2) Write down the symbol given for the specific material you need.
3) Ask a Circulation Desk worker to retrieve the material for you.
4) Give your College of Wooster I.D. card to the worker. (It will be returned to you when you return the material.)

Note: Reserve Materials may be taken out of the building.

Loan Period for Closed Reserve Materials:

1) 2 hours, no renewals.
2) If checked out after 10 p.m., materials may be kept overnight, but must be returned by 9:30 a.m. the following day.

OPEN RESERVE MATERIALS

(Shelved with circulating books, periodicals, or government publications.)

Materials designated as Open Reserve are listed in the "Reserve" binders located at the Circulation Desk. Open Reserve materials, shelved in the circulating stacks, are labeled with colored stickers on the book spines. These materials circulate for either 1 or 3 days, depending on the type of demand expected for each item.

1-day loan period (green sticker): Due any time during the day after material is borrowed, no renewals.

3-day loan period (blue sticker): Due any time on the third day after material is borrowed, no renewals.

REQUESTING BORROWED MATERIALS

Materials signed out to another patron may be CALLED IN by any student or faculty member of the College of Wooster. Recall forms for call-in purposes are available at the Circulation Desk. Books and government publications that are called in are due within 6 days and periodicals within 48 hours of the date of the recall notice. Materials needed for reserve are subject to immediate recall.

MATERIALS MISSING FROM SHELVES

If a book, periodical, or government publication is not on the shelf where it belongs, and it is something you feel is important to your research, you should report it at the Circulation Desk. A Circulation Desk worker can check the files to see if someone has borrowed the item in question.

1) If the material HAS been borrowed, see the section on "Requesting Borrowed Materials" in this handbook.
2) If the material HAS NOT been borrowed, it could be:
   — lost or stolen,
   — misplaced,
   — held by another patron within the library.

You may fill out a TRACER form at the Circulation Desk, and a search for the material will be conducted. A notice will be sent to you within two or three days indicating whether the book has been found or is still missing.

OVERDUE FINES

The purpose of assigning loan periods to library materials is to give everyone an equal opportunity to use those materials. It is your responsibility to return promptly borrowed materials when they are due. Following is the list of fines for overdue materials:

Books	25¢ per day per volume
U.S. Government Publications	25¢ per day per volume
Audio-Visual Materials (Return to A-V Center)	See section "A-V Overdues and Fines"
Reserve Materials	$1.00 per hour per item
Periodicals	50¢ per day per volume or issue
Microfiche	50¢ per day per title or issue
Failure to respond to call-in	$2.00 per day per item
Interlibrary Loan Materials	$1.00 per day per item
Lost Materials	Patron will be billed for the material itself, a processing fee, and any accumulated overdue fines.

RESHELVING MATERIALS

Please leave any library materials that you use within the library on nearby tables or specially designated places. Library shelvers gather and reshelve materials on a regular basis.

STUDY CARRELS

Study carrels are available to those students who may need them. They are assigned to students in priority order: Senior I.S. students first, Junior I.S. students second, and other students if there are extra carrels available. Within each category, carrels are assigned on a first come, first serve basis. A sign-up sheet is kept at the Circulation Desk during the last week or two of each semester for the following semester (sign-up dates will be posted). If you need a carrel, don't forget to sign up early.

Once you have use of a carrel, there are certain responsibilities you will have. Books, periodicals, and government publications that you leave at your carrel must be signed out at the Circulation Desk or they will be removed by library personnel. REFERENCE MATERIALS MAY NOT BE LEFT AT YOUR CARREL. The carrels are not enclosed, so please remember that you are responsible for any material you leave at your carrel. Please note that eating and drinking are NOT allowed in the carrels (see "Eating and Drinking Policy" in this handbook).

INTERLIBRARY LOAN (ILL)

If you are unable to find enough material in Andrews Library to use for your research, you may request that Andrews Library borrow items you need from another library. This service is called Interlibrary Loan (ILL) and is available to all College of Wooster students, faculty, and staff.

College of Wooster students are limited to fifteen interlibrary loan requests per semester. Therefore, those who require a great many books and journal articles not found at Andrews Library should consider traveling to other nearby libraries in northeast Ohio. (See section on "Privileges at other Libraries" below.)

ILL forms and instructions are available at the OCLC Public Terminal near the Reference Office on Level 3. Completed forms should be deposited in the wall file outside the Circulation Office. If you request a renewal for ILL material, please do so 4-5 days before the item is due. Some Libraries will not grant ILL renewals, so it is best to use the return ILL materials as quickly as possible. If you have any questions, ask a Supervisor of Circulation Services or a Reference Librarian for help.

PRIVILEGES AT OTHER LIBRARIES

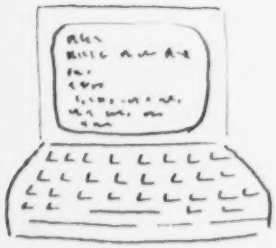
The College of Wooster is a member of NEOMARL (Northeast Ohio Major Academic and Research Libraries), a regional network of libraries. All College of Wooster students and faculty have on-site use privileges at the following NEOMARL libraries:

Case Western Reserve University
Cleveland Health Sciences Library
Cleveland Public Library
Cleveland State University
Kent State University
Northeast Ohio Universities College of Medicine
Oberlin College
University of Akron
Youngstown State University

Some of the NEOMARL libraries offer borrowing privileges to College of Wooster students and faculty. Please inquire at the Andrews Library Circulation Desk to find out where you have borrowing privileges in the NEOMARL consortium. Any material you borrow from a NEOMARL library must be returned directly to that library and is subject to that library's own circulation policies. Interlibrary Loan will NOT return this material for you.

All College of Wooster students and faculty have on-site use and borrowing privileges at the following area libraries as well:

Wayne County Public Library
The Agricultural Technical Institute
The Ohio Agricultural Research and Development Center (OARDC)



OCLC TERMINAL

The OCLC Terminal is a computerized public terminal located in the Reference Area of Andrews Library (Level 3). It is basically an online "card" catalog storing much of the holdings of more than 6,000 institutions throughout the United States. By typing in the appropriate search code you can call up any of more than 15,000,000 bibliographic records from this expanding database.

Bibliographic records for books predominate, but increasingly records can be found for periodicals, annuals, filmstrips, music scores, government publications, and other materials. Searches can be made by author, by title, or by author/title combination. Subject searching is NOT a feature of OCLC.

The majority of Andrews Library holdings listed in the Card Catalog are also in the OCLC database. There are, however, many items, such as parts of our special collections, many of our musical scores, and some of microform materials, that have not yet been added to OCLC. These will be added gradually over the next few years. Therefore, you should always check the Andrews Library Card Catalog or *Serial Record* to be sure whether or not the College owns the material. The Card Catalog and *Serial Record* will also give you accurate Call Numbers and/or other location symbols for College of Wooster material. Also, it is important to be aware that very few of the library's government publications holdings can be found on the OCLC Terminal. There are specialized indexes in the Government Publications area to help you find what the library owns. (See the section "U.S. Government Publications" in this handbook.)

When effectively used, the OCLC Terminal facilitates interlibrary borrowing and determines whether needed materials are in neighboring libraries. (See sections on "Interlibrary Loan" and "Privileges at Other Libraries" in this handbook.)

Lessons on how to use the OCLC Terminal are offered by Andrews Library to those who wish to learn its "language." You may request a lesson by registering at the Circulation Desk. Informative guides on how to use OCLC are available next to the terminal. You may also ask any Reference Librarian for help in using the terminal.

The OCLC Terminal hours are:	Monday - Friday	8 a.m. - 10 p.m.
	Saturday	8 a.m. - 5 p.m.
	Sunday	OFF

REFERENCE SERVICES

REFERENCE can be considered synonymous with HELP or ASSISTANCE, meaning the services and the librarians involved are there to help you when you have trouble finding the information you need. Included in these services are a regularly staffed Reference Desk in both the Reference area and the Government Publications area, a Reference librarian paging system, Reference consultations, computer searching, class or group presentations on how to use the library, and various workshops throughout the year.

REFERENCE DESK HOURS

The Reference Desk is located in the Reference area near the card catalog on Level 3. It is staffed:

Sunday - Thursday	1:00 p.m. - 4:00 p.m. and 7:00 p.m. - 10:00 p.m.
Friday-Saturday	1:00 p.m. - 4:00 p.m.

REFERENCE OFFICE

Feel free to stop in at the Reference Office (see Level 3 map) for assistance if you are unable to come to Andrews Library during the regularly-staffed Reference Desk hours. There is usually a librarian there between 8 a.m. to 12 noon and 1 p.m. to 5 p.m., Monday-Friday.

REFERENCE MATERIALS

Reference materials are kept separate from the rest of the library collection for the convenience of the entire college community. These tools, along with the card catalog, are frequently used by patrons as a starting point for library research. Reference materials do not circulate.

GOVERNMENT PUBLICATIONS DESK AND OFFICE HOURS

The Government Publications Reference Desk is located in the Government Publications area on Level 3. It is staffed: Monday - Friday — 8:00 a.m. to 12 noon and 1 p.m. to 5 p.m.
Evenings & Sunday — ask for help at the Reference Desk.

GOVERNMENT PUBLICATIONS MATERIALS

Most government publications circulate, except for those marked "DOCUMENT REF."

PAGING A LIBRARIAN

If you need reference assistance and are unable to locate a librarian, you may ask a Circulation Desk worker to page a librarian. At least one librarian should be available between 8 a.m. and 5 p.m., Monday through Friday, and during regular Reference Desk Hours on weekends.

REFERENCE CONSULTATIONS

If you find yourself at a loss when beginning a large research project, it might be a good idea to arrange for a Reference Consultation with a librarian to discuss which Reference tools would be of use to you. These advisory sessions can be requested by any individual or small group.

To arrange for a Reference Consultation, request a form at the Reference Desk or Reference Office. Fill out the form and return it to the Reference Office. A librarian will then contact you, when he/she is available, to set up an appointment.

COMPUTER LITERATURE SEARCHING

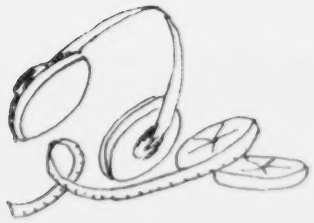
Computer literature searching is a service offered by the librarians. Multiple years of indexes (e.g., *Psychological Abstracts, Sociological Abstracts, Historical Abstracts, P.A.I.S., Monthly Catalog)* can be searched in a matter of minutes through a nationally available computer system. There are over 250 of these database indexes on various subjects to choose from. This service would be most useful when you are dealing with a complicated research topic or when you need help compiling a comprehensive bibliography.

Computer literature searching is available to all College of Wooster students, faculty, and staff. In most cases, the actual cost averages approximately $20.00 per search, which includes online computer time, telephone costs, bibliographic citations, and in some cases short summaries (abstracts) of the articles or books listed. To request a literature search, you must make an appointment with a librarian. If you would like more information regarding the service, fee structure, or search options, please feel free to ask a librarian.

CLASS OR GROUP PRESENTATIONS

There may be times when your professor or adviser will arrange for a librarian to give a presentation on Reference tools to your class or I.S. group. Please take advantage of these times to ask questions about the library and materials presented.

Also, if you are involved in a special interest group and would like to arrange a library presentation specific to your group's needs, contact a librarian at least two weeks before you hope to meet. This will give the librarian time to prepare for the presentation.



AUDIO-VISUAL CENTER

The Audio-Visual Center, located on Level 2, houses a variety of materials and equipment and offers a number of related services. If you need assistance, ask at the A-V Service Desk for help. All A-V materials that circulate are checked out or rented at the A-V Service Desk also. Following is a list of the types of A-V services and materials with brief explanatory notes:

MICROFORM AREA

The A-V Center houses various **microform materials**: microfilm, microfiche, and ultrafiche. The microforms are stored in cabinets near the A-V Service Desk and are open to the public. You are welcome to retrieve whatever microforms you need, but when you are through please leave the microforms you use on top of the microform cabinets for the A-V workers to refile.

Microform readers are located near the microform cabinets for your convenience. If you need **photocopies** of either microfilm or microfiche, there are also two microform reader/printers available. The cost is 10¢ per copy, and you need to obtain a key at the A-V Service Desk. There are no reader/printers for the ultrafiche. (See the section "Library Lingo" in this handbook for definitions of the various microforms.)

Microfilm does not circulate outside the library. Microfiche found in the A-V Center may be checked out at the A-V Service Desk. Document microfiche may be checked out at the Circulation Desk. Microfiche readers may be checked out from the A-V Service Desk.

A few **special microform collections** of note are also located in this area. Please turn to the section "Special Collections Owned by Andrews" in this handbook for a description of these collections.

Feel free to ask for help at the A-V Service Desk if you have problems with the microform materials or readers.

AUDIO-VISUAL EQUIPMENT AND SERVICES

There are various A-V stations located in the A-V Center, such as the film preview area, the slide/tape viewing area, the music listening area, and the language lab. There is also a closed circuit TV area that is connected to video tape machines operated by the A-V staff. To use the equipment listed above you must ask for help at the A-V Service Desk.

A-V materials for **classroom assignments** are kept on reserve at the A-V Service Desk. Materials and equipment you need to use for these classroom assignments are available free of charge for limited periods of time.

Requests for use of audio-visual equipment should be placed with the Audio-Visual Center AT LEAST 24 HOURS IN ADVANCE OF THE TIME IT WILL BE NEEDED. Equipment can be reserved between 8:00 a.m. and 4:00 p.m., Monday through Friday only. If evening or weekend use is anticipated, equipment reservations must be arranged during the above times. If technical assistance of an Audio-Visual staff member is needed during any activity that is held outside the library, advance notice is required. Advance notice for other services and rentals is also desirable if the equipment needed is in high demand.

Use of historical SOUND RECORDINGS OF THE COLLEGE OF WOOSTER EVENTS, dating back to 1959, must be requested one day in advance. Not all campus events are recorded. Please check the Archive Tape Reference card file near the A-V Service Desk for a list of available recordings.

The Audio-Visual Center staff needs 2 weeks advance notice for any PRODUCTION-RELATED SERVICE such as SLIDE CREATION, TAPE DUPLICATION, GRAPHICS, TRANSPARENCIES, LAMINATIONS, etc.

When requested in advance, the Audio-Visual staff is prepared to provide ORIENTATION AND INSTRUCTION SESSIONS on the availability and use of the Audio-Visual equipment and services.

CURRICULUM MATERIALS AND K-12 TEXTBOOK COLLECTION

The A-V Center also houses a collection of curriculum materials in numerous formats that are useful for classroom presentations. This collection is most used by Education students, but there are some materials that would be useful in college courses. Included in this collection are filmstrips, cassettes, games, flashcards, kits, spoken word records, transparencies, etc.

Next to the curriculum materials are numerous K-12 textbooks that are also useful to Education students.

To borrow any of the curriculum materials or textbooks, bring them to the A-V Service Desk to be checked out. They circulate for 5 days only.

A-V OVERDUES AND FINES

Curriculum materials	25¢ per day per item
Textbook collection	25¢ per day per item
Microfiche	50¢ per day per title or issue
Equipment	$3.00 per day per item

PHOTOCOPY MACHINES

There are two photocopy machines for your convenience in Andrews Library. They are located on Level 2 in the Discussion Lounge. Each copy is 10¢. Exact change is needed for these copiers. For photocopies from microfiche or microfilm, see the "Microform Area" above.

EXHIBIT CASES

Three exhibit cases in Andrews Library display noteworthy library materials. The two exhibit cases on Level 2 usually contain interesting historical materials, whereas the exhibit case on Level 3 often holds government publications displays of current interest.

DISCUSSION LOUNGE

There is a Discussion Lounge on Level 2 located in the lobby just outside the Audio-Visual Center near the Restrooms. The library is meant to be a quiet place for research and study, so please show respect to your fellow students by delaying your conversations until you reach the Discussion Lounge. Smoking is also allowed in this area.

SMOKING POLICY

No smoking is allowed in the library except in specially designated areas, which are: the Discussion Lounge on Level 2 and the Level 2 Restrooms.

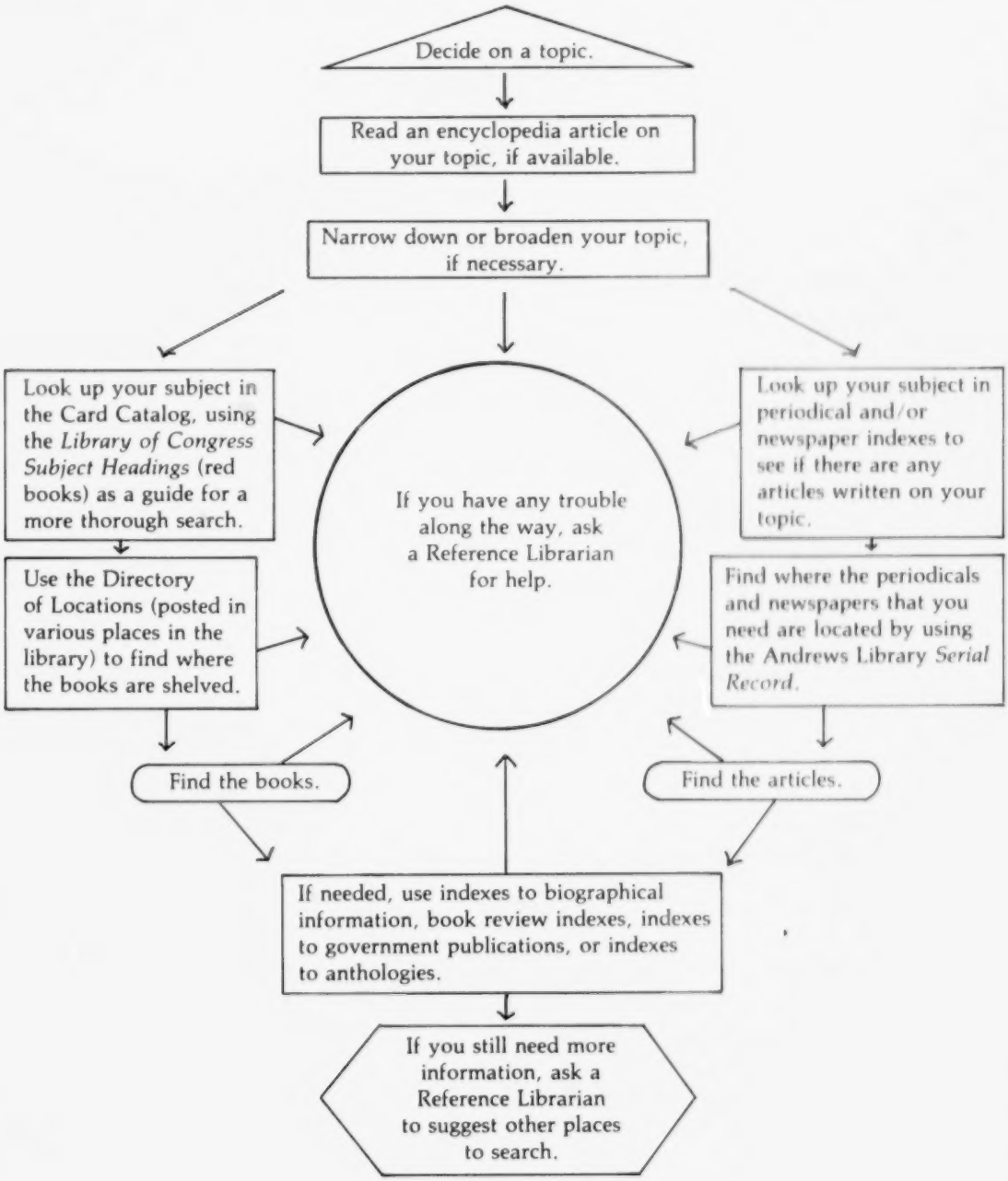
EATING AND DRINKING POLICY

No eating or drinking is allowed in the library. The library staff would appreciate your cooperation regarding this policy so we can ensure the library materials you need will be available to you. Spilled beverages and crumbs from food and candy attract insects and bacteria that cause library materials to mold, mildew, and deteriorate in other ways. Some library materials cannot be replaced when they are too badly damaged to keep on the shelf.

DEVELOPING AN INFO SEARCH STRATEGY

When you enter the library to do research for a paper, you will soon realize that there are a number of places to look for information. The easiest, quickest and most thorough method to research a subject is to develop a plan of action. This research plan is called a SEARCH STRATEGY.

The following flow chart illustrates a step-by-step SEARCH STRATEGY that will aid you in finding the information you need, both quickly and efficiently:


Decide on a topic.
Read an encyclopedia article on your topic, if available.
Narrow down or broaden your topic, if necessary.
Look up your subject in the Card Catalog, using the *Library of Congress Subject Headings* (red books) as a guide for a more thorough search.
Use the Directory of Locations (posted in various places in the library) to find where the books are shelved.
Find the books.
If you have any trouble along the way, ask a Reference Librarian for help.
Look up your subject in periodical and/or newspaper indexes to see if there are any articles written on your topic.
Find where the periodicals and newspapers that you need are located by using the Andrews Library *Serial Record*.
Find the articles.
If needed, use indexes to biographical information, book review indexes, indexes to government publications, or indexes to anthologies.
If you still need more information, ask a Reference Librarian to suggest other places to search.

REFERENCE SOURCES AND HOW THEY WORK

CARD CATALOG

A Card Catalog is the most comprehensive index to the cataloged materials contained in a library system. CATALOGED materials are those materials which have been assigned call numbers and are described in detail on Catalog Cards. (See the section "The Catalog Card" in this handbook.) There are also a great number of UNCATALOGED materials not found through the Card Catalog. Consider the many things a Card Catalog *can* and *cannot* do:

WHAT THE CARD CATALOG CAN DO

(See the various sections on the Card Catalog in this handbook for more detail.)

1. It acts as a **title, author, and subject index** to every CATALOGED book or audio-visual item in the library system. At Wooster, in the main Card Catalog located in Andrews Library you will find entries for materials in Andrews and also in the branch libraries: Biology Library, Chemistry Library, Physics Library.
2. It gives a **physical description** of each CATALOGED item in sufficient detail so that the user can often read the catalog cards and learn enough about the items to decide whether or not the materials are worth looking at.
3. It gives the **location** (call number) of CATALOGED materials available in the library system.

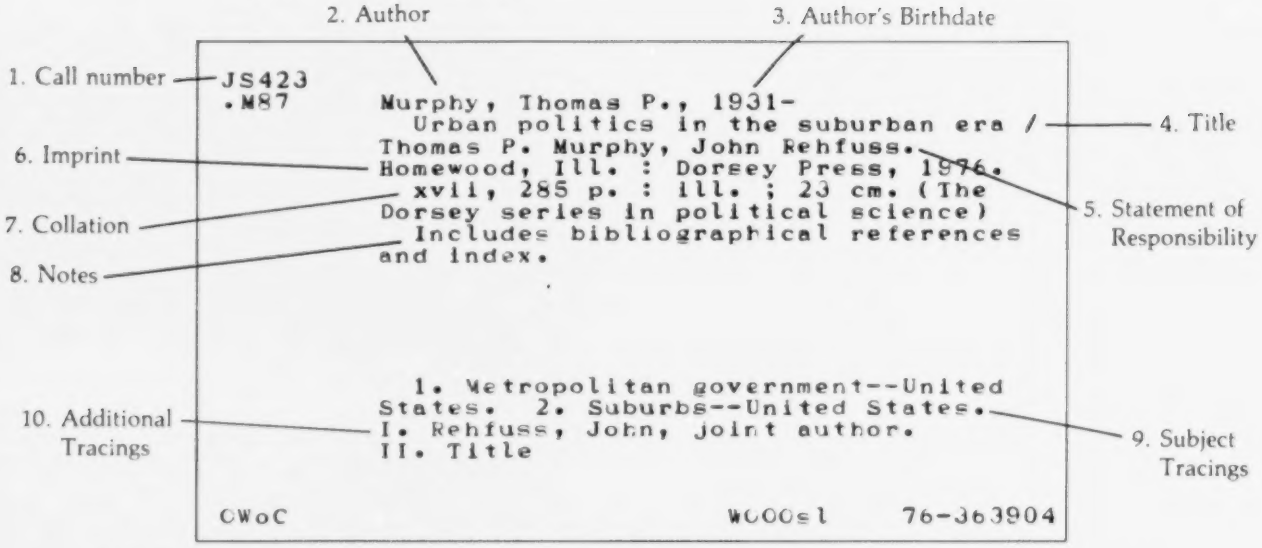
WHAT THE CARD CATALOG CANNOT DO

1. It does NOT list periodicals and newspapers which the library owns. (See the section "Using the Serial Record" in this handbook.)
2. It does NOT index individual articles that are printed in periodicals. (See the section "Finding Articles in Periodicals" in this handbook.)
3. It does NOT index the contents of newspapers. (See the sections "Newspaper Indexes" in this handbook.)
4. It does NOT index most individual articles, essays, poems, speeches, etc. collected in anthologies. (See the section "Indexes to Anthologies" in this handbook.)
5. It does NOT list most Government Publications. (See the section "U.S. Government Publications" in this handbook.)
6. It does NOT list *all* of the microform materials owned by Andrews Library. (See the sections "Using the Serial Record" and "Special Collections Owned by Andrews" in this handbook.)
7. It does NOT list materials which have been ordered but not received by the library. (If you cannot find something, ask a librarian if it has been ordered for the library.)

THE CATALOG CARD

Because a Catalog Card is the most detailed description of an item in the library collection, it is important that you understand its parts. Following is an example of an author card and its parts:

MAIN ENTRY (AUTHOR CARD)



1. **Call Number**: It is located in the upper left-hand corner (JS423 .M87), and is the symbol used to find the item in the library.
2. **Author**: In this case, it is the author's name (Thomas P. Murphy). In other cases, the author position will contain corporate entries such as names of institutions, universities, corporations, etc.
3. **Author's Birthdate**: It is the author's date of birth (1931-), not the publication date of the book. It is also a part of the Author entry.
4. **Title:** It is the title of the book (URBAN POLITICS IN THE SUBURBAN ERA); it is below the Author Entry; and it precedes the slash.
5. **Statement of Responsibility**: It includes the author, joint authors, editors, translators, or anyone associated with the intellectual content of the book. John Rehfuss, in the example listed above, is the joint author.
6. **Imprint**: It includes the place of publication (Homewood, Ill.), the publisher (Dorsey Press), and the date of publication (1976).
7. **Collation**: It includes the following parts:
   Pagination (xvii, 285 p. means there are 17 pages of prefatory material and 285 pages in the book proper.)
   Illustration (ill. means there are illustrations in the material.)
   Size (23 cm. means the book is 23 centimeters tall.)
   Series statement ("The Dorsey series in political science" lets you know the book is part of a publisher's series.)
8. **Notes**: They give added information about the material such as whether or not the material includes bibliographical references or an index, as shown in the example above.
9. **Subject Tracings**: (1. Metropolitan government — United States. 2. Suburbs — United States.) These are the subject headings under which this particular material is located in the card catalog. Often by using these same subject headings you will be able to find related books in the Card Catalog.
10. **Additional Tracings**: (I. Rehfuss, John, joint author. II. Title.) These added tracings that follow the Roman numerals list other entries in the Card Catalog for the material.

Other parts not shown in the example:

11. **Edition Statement**: When it is needed, it follows the Statement of Responsibility, if more than one edition of the book has been published.

A "SET" OF CATALOG CARDS

When a book is cataloged, the basic record or card is first created. This basic record is called the MAIN ENTRY. The MAIN ENTRY CARD is usually an AUTHOR CARD and looks like the example shown in the section "The Catalog Card" on the previous page.

From the MAIN ENTRY, a set of catalog cards is created. A set of catalog cards consists of a MAIN ENTRY CARD (usually an AUTHOR CARD), a TITLE CARD, one or more SUBJECT CARDS, and sometimes ADDED ENTRY CARDS for joint authors, names of series, etc. The number and types of SUBJECT and ADDED ENTRY CARDS are indicated by the Subject Tracing and Additional Tracings, as shown on the sample MAIN ENTRY CARD on the previous page.

The entire SET of catalog cards is filed in the Card Catalog to make it easier for you to find the book you need. It allows you to look up a book by author, title, subject, joint author, series, etc.

Following is a sample SET of catalog cards:

MAIN ENTRY (AUTHOR CARD)

```
JS423
.M87        Murphy, Thomas P., 1931-
              Urban politics in the suburban era /
            Thomas P. Murphy, John Rehfuss.
```

SUBJECT CARDS (note capital letters at the top of the card)

```
              SUBURBS--UNITED STATES.

JS423
.M87        Murphy, Thomas P., 1931-
              Urban politics in the suburban era /
            Thomas P. Murphy, John Rehfuss.
```

```
              METROPOLITAN GOVERNMENT--UNITED
                STATES.
JS423
.M87        Murphy, Thomas P., 1931-
              Urban politics in the suburban era /
            Thomas P. Murphy, John Rehfuss.
```

TITLE CARD

```
              Urban politics in the suburban era

JS423
.M87        Murphy, Thomas P., 1931-
              Urban politics in the suburban era /
```

ADDED ENTRY CARD FOR JOINT AUTHOR

```
              Rehfuss, John, joint author.

JS423
.M87        Murphy, Thomas P., 1931-
              Urban politics in the suburban era /
            Thomas P. Murphy, John Rehfuss.
            Homewood, Ill. : Dorsey Press, 1976.
              xvii, 285 p. : ill. ; 23 cm. (The
            Dorsey series in political science)

OWoC                                WOOOdc      76-363904
```

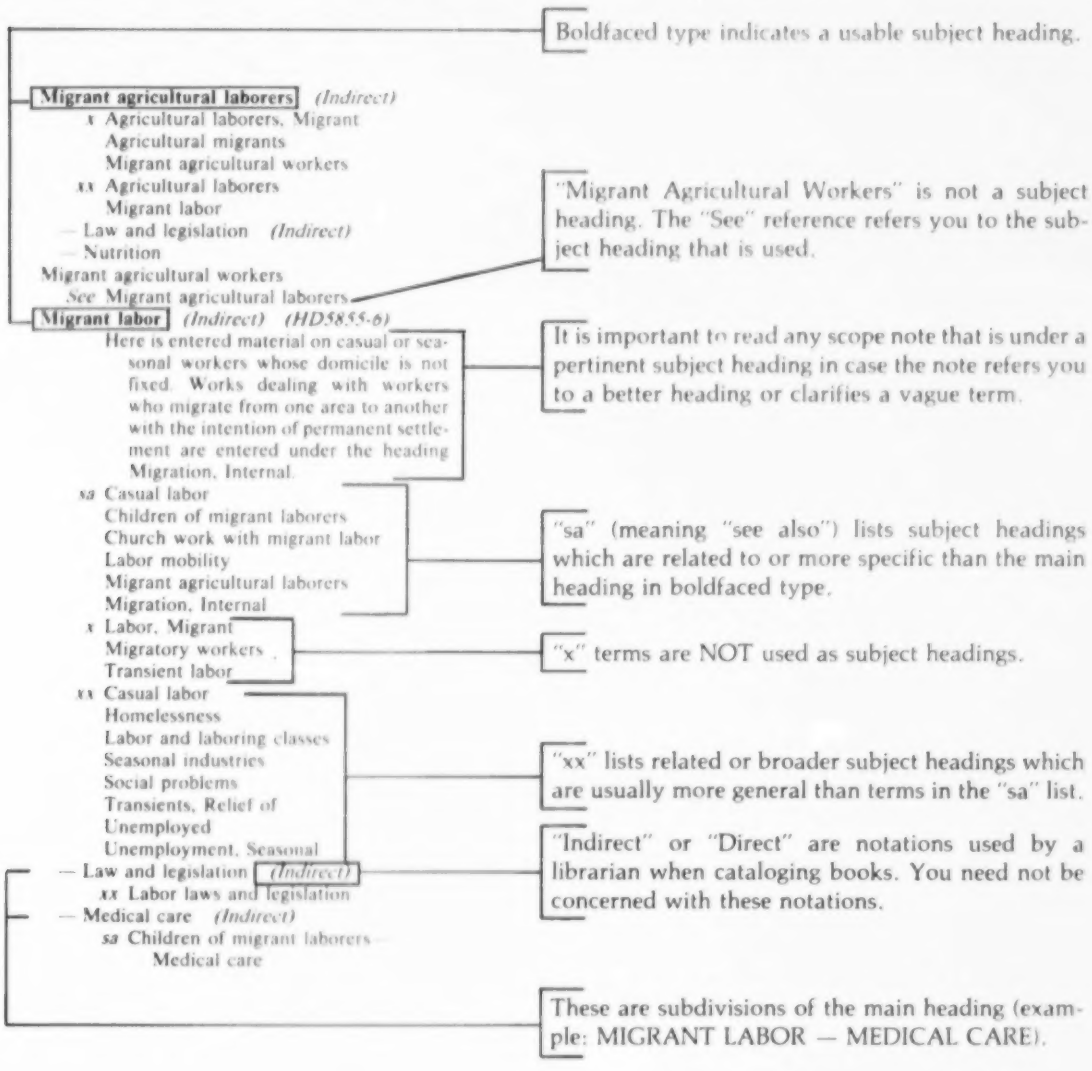
LIBRARY OF CONGRESS SUBJECT HEADINGS

The subject headings used in the Andrews Library Card Catalog may not be the ones you would ordinarily choose in trying to locate materials on your particular topic. For instance, you may not always think about looking under FRIENDS, SOCIETY OF; SEEKERS; and CHURCHES, FRIEND when you want material on Quakers.

Subject headings in the Card Catalog are taken from the **Library of Congress Subject Headings**. This large, red, two-volume set of books placed on either side of the Card Catalog can help you decide which subject headings to look under. A supplement on microfiche with updated subject headings is located in the microfiche cabinets in the Reference area.

The *Library of Congress Subject Headings* lists all the subject headings used in the Library of Congress in Washington, D.C. Because Andrews Library does not own as many books as the Library of Congress, our Card Catalog does not have every subject heading listed.

EXCERPT FROM *Library of Congress Subject Headings:*


Boldfaced type indicates a usable subject heading.
Migrant agricultural laborers (Indirect)
x Agricultural laborers, Migrant
Agricultural migrants
Migrant agricultural workers
xx Agricultural laborers
Migrant labor
— Law and legislation (Indirect)
— Nutrition
Migrant agricultural workers
See Migrant agricultural laborers
"Migrant Agricultural Workers" is not a subject heading. The "See" reference refers you to the subject heading that is used.
Migrant labor (Indirect) (HD5855-6)
Here is entered material on casual or seasonal workers whose domicile is not fixed. Works dealing with workers who migrate from one area to another with the intention of permanent settlement are entered under the heading Migration, Internal.
It is important to read any scope note that is under a pertinent subject heading in case the note refers you to a better heading or clarifies a vague term.
sa Casual labor
Children of migrant laborers
Church work with migrant labor
Labor mobility
Migrant agricultural laborers
Migration, Internal
"sa" (meaning "see also") lists subject headings which are related to or more specific than the main heading in boldfaced type.
x Labor, Migrant
Migratory workers
Transient labor
"x" terms are NOT used as subject headings.
xx Casual labor
Homelessness
Labor and laboring classes
Seasonal industries
Social problems
Transients, Relief of
Unemployed
Unemployment, Seasonal
"xx" lists related or broader subject headings which are usually more general than terms in the "sa" list.
— Law and legislation (Indirect)
xx Labor laws and legislation
"Indirect" or "Direct" are notations used by a librarian when cataloging books. You need not be concerned with these notations.
— Medical care (Indirect)
sa Children of migrant laborers—Medical care
These are subdivisions of the main heading (example: MIGRANT LABOR — MEDICAL CARE).

CARD CATALOG FILING RULES

The Library uses a variety of FILING RULES to determine the arrangement of cards in the Card Catalog. At the top of each card is a "Heading," which represents the AUTHOR, TITLE, or SUBJECT of a work. Headings representing the SUBJECT of a work are identified by RED LETTERS or by all CAPITAL LETTERS, e.g. BIOLOGY — CONGRESSES. If you are having difficulty in locating a work in the Card Catalog, ask a Reference Librarian for assistance. The work may not be arranged in the order you expected.

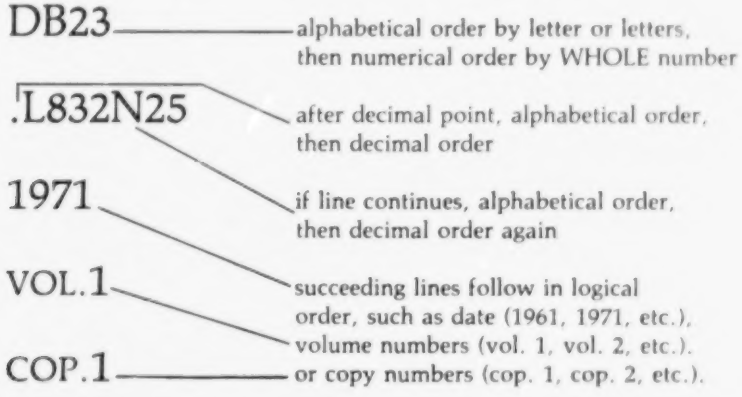
Below are a few illustrations of frequently used FILING RULES:

Initials are filed at the beginning of their alphabetical group.	ABC's of living A.L.A. directory Aaboe, John
The articles "a," "an," and "the" (plus their foreign language equivalents) are ignored when they are the first word.	The account of time L'affaire de Madagascar Aggression in animals
Cards are filed word by word, and the words are filed letter by letter, according to the order of the English alphabet.	air currents air raids airplanes
Forenames are filed before the same name as a surname. Surnames are filed before the same name used in a title.	Charles I, King of Great Britain, 1600-1649 Charles, Frank, 1911-1978 Charles Evan Hughes and his world
Chronological and geographical subdivisions of a subject entry are filed after all other subdivisions for that entry.	EDUCATION EDUCATION — PHILOSOPHY EDUCATION — 1945- EDUCATION — OHIO
Subject entries followed by a dash, a comma, or parentheses are subarranged in three groups in the order shown.	LOVE LOVE — PSYCHOLOGICAL ASPECT LOVE, MATERNAL LOVE (ISLAM)

CALL NUMBERS

LIBRARY OF CONGRESS CLASSIFICATION SYSTEM

Andrews Library uses the Library of Congress Classification system of call numbers. Materials are arranged on the shelves in order by these call numbers in the following manner:


DB23
alphabetical order by letter or letters, then numerical order by WHOLE number
.L832N25
after decimal point, alphabetical order, then decimal order
1971
if line continues, alphabetical order, then decimal order again
VOL.1
succeeding lines follow in logical order, such as date (1961, 1971, etc.), volume numbers (vol. 1, vol. 2, etc.).
COP.1
or copy numbers (cop. 1, cop. 2, etc.).

The following call numbers are in the correct order according to the Library of Congress Classification system:

AI3 .B23	B20 .N23	DB23 .L823	DB23 .L83	DB23 .L83 1961	DB23 .L832	DB231 .L832N25	DB231 .L832N3	DB231 .L832P3 vol.1	DB231 .L832P3 vol.2	DB231 .L84P3

DEWEY DECIMAL CLASSIFICATION SYSTEM

Andrews Library has a small section of materials on Level 1 (basement) in order by Dewey Decimal call numbers. (See Level 1 "Map" in this handbook.)

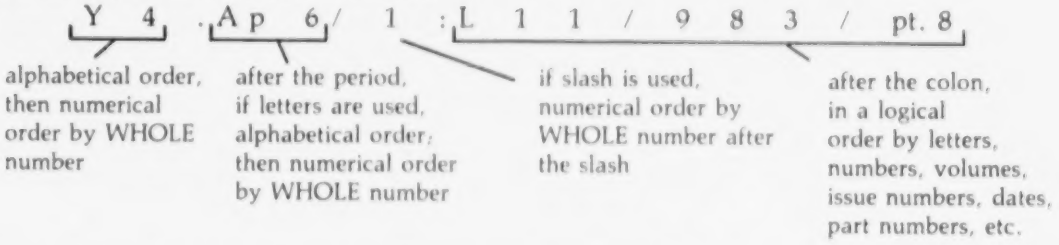
Following is an example of a Dewey call number:

378.43
L27

SUPERINTENDENT OF DOCUMENTS CLASSIFICATION SYSTEM

Government Publications are shelved in order by Superintendent of Documents (Sudocs) numbers in the Government Publications areas on Level 3 and Level 1. Sudocs numbers for Government Publications can be found with the help of specialized indexes and abstracts. (See the section "U.S. Government Publications" in this handbook.)

Sudocs numbers are arranged as follows:


Y 4 . A p 6 / 1 : L 1 1 / 9 8 3 / pt. 8
alphabetical order, then numerical order by WHOLE number
after the period, if letters are used, alphabetical order, then numerical order by WHOLE number
if slash is used, numerical order by WHOLE number after the slash
after the colon, in a logical order by letters, numbers, volumes, issue numbers, dates, part numbers, etc.

The following Sudocs numbers are in the correct order according to the Superintendent of Documents Classification system:

C 3.2:Ec 7/2
C 3.134:983-84
ED 1.108:Sa 1
EP 1.2:M 25
Y 4.Ap 6/1:In 2/2/952/pt.1
Y 4.Ap 6/2:B 86/2/968
Y 4.Ar 5/3:P 96
Y 4.H 88:0L 1/2
Y 4.J 89/2:C 73/27/pt.15
Y 10.2:En 2/2
Y 10.2:H 53

ENCYCLOPEDIAS

If you're not sure where to begin your research for a paper, an ENCYCLOPEDIA is one of the best places to start. The background information in an encyclopedia article will help you gain a better understanding of your topic and its related terminology. Usually arranged alphabetically by subject, most encyclopedias will have a comprehensive index that will direct you to the exact information you need. A short bibliography is often provided at the end of each encyclopedia article, directing you to some important works on your subject.

Here are four examples of GENERAL ENCYCLOPEDIAS available in Andrews Library:

Academic American Encyclopedia (ref. AE5 .A23 1985)

Encyclopaedia Americana (ref. AE5 .E333 1984)

The **New Encyclopaedia Britannica** (ref. AE5 .E363 1985)

World Book Encyclopedia (ref. AE5 .W55 1975)

SPECIALIZED ENCYCLOPEDIAS that concentrate on specific subject fields are also excellent tools with which to begin your research. Articles in specialized encyclopedias are usually more detailed than those in general encyclopedias.

Here are a few examples of SPECIALIZED ENCYCLOPEDIAS available in Andrews Library.

Dictionary of American History (ref. E174 .A43 1976)

Dictionary of the History of Ideas (ref. CB5 .D52)

Encyclopaedia Judaica (ref. BM50 .E5)

Encyclopedia of American Economic History (ref. HC103 .E52)

Encyclopedia of American Foreign Policy (ref. JX1407 .E53)

Encyclopedia of American Political History (ref. E183 .E5 1984)

Encyclopedia of Bioethics (ref. QH332 .E52)

Encyclopedia of Crime and Justice (ref. HV6017 .E52 1983)

Encyclopedia of Education (ref. LB15 .E47)

Encyclopedia of Educational Research (ref. LB15 .E48 1982)

Encyclopedia of Philosophy (ref. B41 .E5)

Encyclopedia of Psychology (ref. BF31 .E52 1984)

Encyclopedia of Religion (ref. BL31 .E46 1987)

Encyclopedia of Religion and Ethics (ref. BL31 .E4)

Encyclopedia of World Art (ref. N31 .E533)

Great Soviet Encyclopedia (ref. AE5 .B58)

Guide to American Law (ref. KF156 .G77 1983)

International Encyclopedia of Higher Education (ref. LB15 .I57 1978)

International Encyclopedia of Psychiatry, Psychology, Psychoanalysis, & Neurology (ref. RC334 .I57)

International Encyclopedia of the Social Sciences (ref. H40 .A2 I5)

Kodansha Encyclopedia of Japan (ref. DS805 .K633 1983)

McGraw-Hill Encyclopedia of Science and Technology (ref. Q121 .M3 1977)

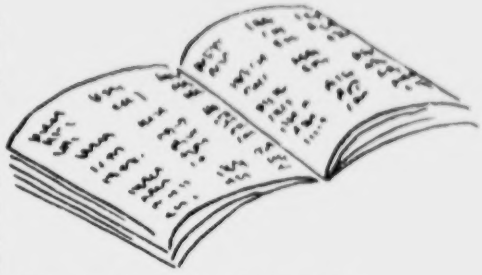
New Catholic Encyclopedia (ref. BX841 .N44 1967)

New Grove Dictionary of American Music (ref. ML101 .U6 N48 1986)

New Grove Dictionary of Music and Musicians ref. ML100 .N48)

If these, or similar encyclopedias, do not contain the information you need, there are many other types of reference tools that could be of help (special subject dictionaries, statistical handbooks, almanacs, etc.). Please consult a librarian for some suggestions.

FINDING ARTICLES IN PERIODICALS

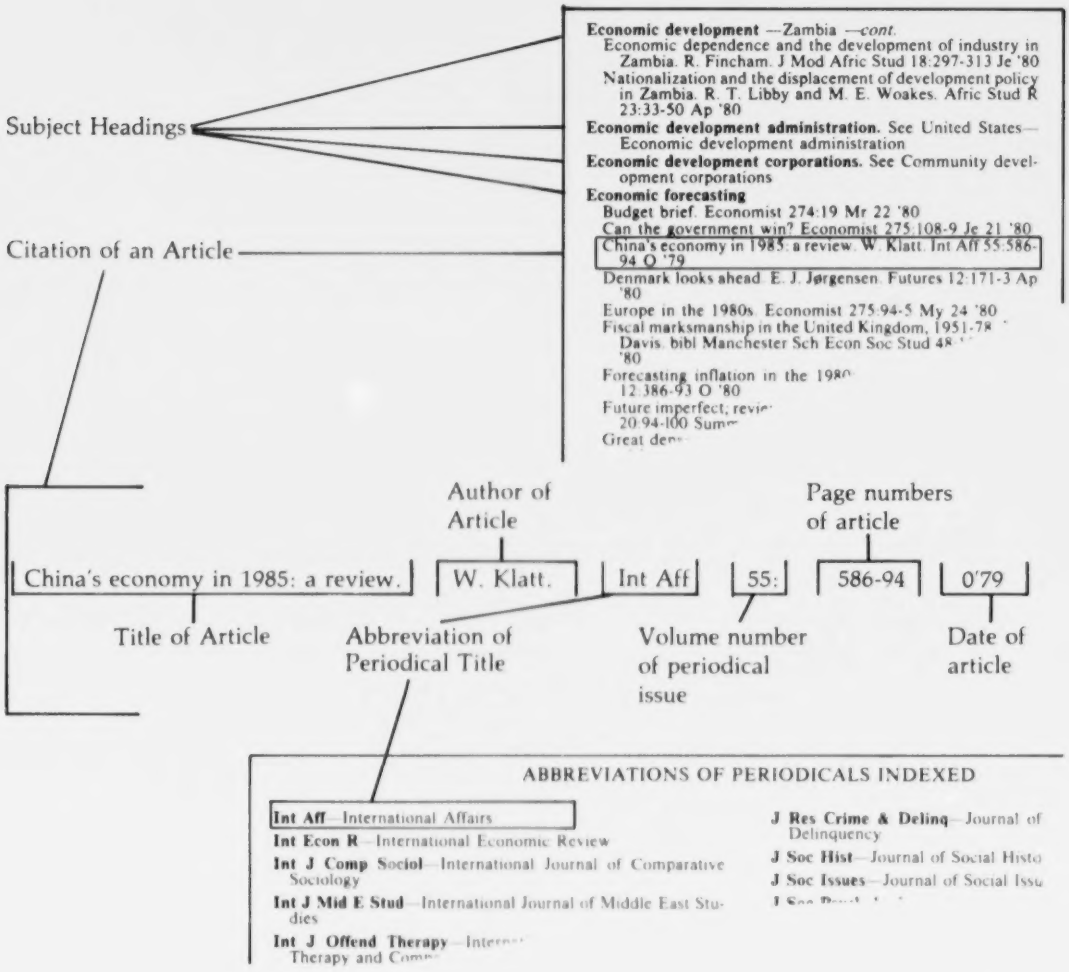


Every year, there are millions of articles published in magazines or journals (the terms magazine, journal, and periodical are often used interchangeably). If you're dealing with a current topic, periodical articles are likely to be one of your best sources of information.

There are a number of indexes to periodicals that bring together articles from numerous magazines and list them under various pertinent subject headings. If you have a subject in mind, look up that subject in a PERIODICAL INDEX and you will probably find one or more articles listed under the subject heading of interest. These articles will often be taken from different journals. (Note: If you don't find your subject listed, try looking under a few related terms in case the index uses another term for that subject.)

With the information given — a CITATION OF AN ARTICLE — you should be able to find the article very quickly by locating the periodical in the library (see the section "Using the Serial Record" in this handbook). In a CITATION, the periodical title will often be abbreviated. Look in the front of the volume to see if there is a list of abbreviations to determine the full title.

The example below is taken from the *Social Sciences Index*:


Subject Headings
Citation of an Article
Economic development —Zambia —cont.
Economic dependence and the development of industry in Zambia. R. Fincham. J Mod Afric Stud 18:297-313 Je '80
Nationalization and the displacement of development policy in Zambia. R. T. Libby and M. E. Woakes. Afric Stud R 23:33-50 Ap '80
Economic development administration. See United States—Economic development administration
Economic development corporations. See Community development corporations
Economic forecasting
Budget brief. Economist 274:19 Mr 22 '80
Can the government win? Economist 275:108-9 Je 21 '80
China's economy in 1985: a review. W. Klatt. Int Aff 55:586-94 O '79
Denmark looks ahead. E. J. Jørgensen. Futures 12:171-3 Ap '80
Europe in the 1980s. Economist 275:94-5 My 24 '80
Author of Article
Page numbers of article
China's economy in 1985: a review.
W. Klatt.
Int Aff
55:
586-94
0'79
Title of Article
Abbreviation of Periodical Title
Volume number of periodical issue
Date of article
ABBREVIATIONS OF PERIODICALS INDEXED
Int Aff—International Affairs
Int Econ R—International Economic Review
Int J Comp Sociol—International Journal of Comparative Sociology
Int J Mid E Stud—International Journal of Middle East Studies
J Res Crime & Delinq—Journal of Delinquency
J Soc Hist—Journal of Social Histo
J Soc Issues—Journal of Social Issu

There are a number of copies of the Andrews Library **Index & Abstract Locator** in the Reference area, in the Government Publications area, and at the Circulation Desk. The *Index & Abstract Locator* is a finding guide that lists many of the indexes owned by Andrews Library. It is arranged by subject in the first section and alphabetically by title in the second section. A third section lists cumulated indexes to individual serial titles. Each entry gives both call number and location of the index listed. A fourth section provides a list of printed sources available or indexed online through DIALOG, a computer literature searching service offered by the library.

Following is a list of some basic periodical indexes available in Andrews Library covering different subject areas (consult the *Index & Abstract Locator* for others when needed):

INDEX Ref. AI3 .R48 — **Readers' Guide to Periodical Literature**, 1900-, v.1-

The *Readers' Guide to Periodical Literature* indexes topics of general interest in popular magazines. *Readers' Guide* can be useful in finding reviews of motion pictures, drama, opera, musicals, dance,and television; articles of current issues and events; and popular fiction published in magazines.

INDEX Ref. AI3 .R494 — **Humanities Index**, 1974- , v.1-

Humanities Index indexes scholarly journals in the following subject areas: archaeology and classical studies, area studies, folklore, history, language and literature, literary and political criticism, performing arts, philosophy, religion and theology, and related subjects. (See *Social Sciences and Humanities Index*.)

INDEX Ref. AI3 .R497 — **Social Sciences Index**, 1974- , v.1-

The *Social Sciences Index* indexes scholarly journals in the following subject areas: anthropology, area studies, economics, environmental sciences, geography, law and criminology, medical sciences, political science, psychology, public administration, sociology, and related subjects. (See *Social Sciences and Humanities Index*.)

INDEX Ref. AI3 .R49 — **Social Sciences and Humanities Index**, April 1965 - March 1974.

The *Social Sciences and Humanities Index* (formerly the *International Index to Periodicals*, 1907 - 1965, Index Ref. AI3 .R49) precedes the *Humanities Index* and the *Social Sciences Index*. It includes articles on the subjects now covered in both the *Humanities Index* and the *Social Sciences Index*, but for earlier dates.

INDEX Ref. Z7163 .P9 — **P.A.I.S. (Public Affairs Information Service Bulletin)**, 1915- , v.1-

P.A.I.S. is a subject index to books, pamphlets, government publications, reports of public and private agencies, and periodical articles. It addresses itself to issues of public policy, with emphasis on factual and statistical information. It covers information in the fields of economics, politicial science, public administration, international law and relations, sociology and demography, business, finance, law, education, social work, and public affairs.

INDEX Ref. Q1 .G4 — **General Science Index**, June 1978- , v.1-

The *General Science Index* is an index to periodicals in the following subject fields: astronomy, atmospheric science, biology, botany, chemistry, earth science, environment and conservation, food and nutrition, genetics, mathematics, medicine and health, microbiology, oceanography, physics, physiology, psychology, and zoology.

NEWSPAPER INDEXES

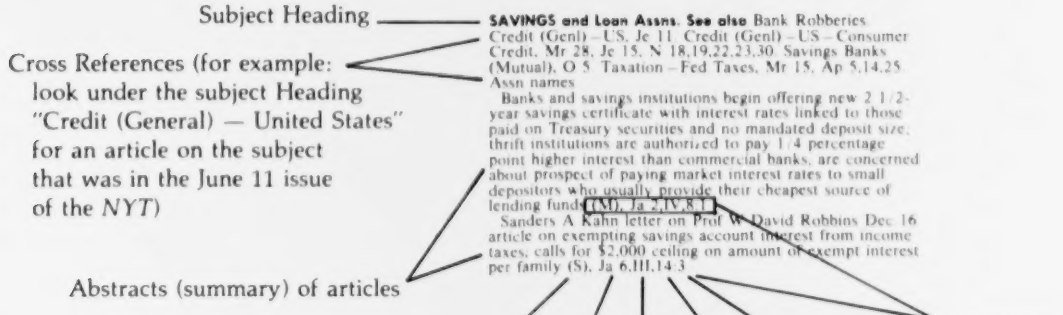
Andrews Library has within its holdings several indexes to major newspapers. Following is a list of a few of these indexes:

The New York Times Index (INDEX ref. AI21 .N45)
The Times Index (London) (INDEX ref. AI21 .T46)
The Wall Street Journal Index (INDEX ref. HG1 .W26)
The Washington Post Index (INDEX ref. AN2 .W37B4)

The *New York Times Index*, an index to the Late City Edition of the *New York Times*, serves as a major resource for College of Wooster students. The following description of and excerpt from the *New York Times Index* should help you understand how the index works:

The New York Times Index, 1851- (INDEX ref. AI21 .N45)

The New York Times Index presents a condensed, classified history of the world as a recorded day-by-day in the pages of the *New York Times*. The index is arranged alphabetically by subject, with extensive cross references. For each article cited, there is a short abstract (or summary), along with the actual citation. When a number of articles are cited in this way under a subject heading, these summaries can serve as a running commentary on the events as reported. Andrews Library keeps all back issues of the *New York Times* on microfilm in the A-V Center on Level 2, so you can read the actual article if it is important to your research. Following is an excerpt from the *New York Times Index* 1980 volume:


Subject Heading
SAVINGS and Loan Assns. See also Bank Robberies
Credit (Genl) – US, Je 11. Credit (Genl) – US – Consumer Credit, Mr 28, Je 15, N 18,19,22,23,30. Savings Banks (Mutual), O 5. Taxation – Fed Taxes, Mr 15, Ap 5,14,25. Assn names
Banks and savings institutions begin offering new 2 1/2-year savings certificate with interest rates linked to those paid on Treasury securities and no mandated deposit size; thrift institutions are authorized to pay 1/4 percentage point higher interest than commercial banks, are concerned about prospect of paying market interest rates to small depositors who usually provide their cheapest source of lending funds (M), Ja 2,IV,8:1
Sanders A Kahn letter on Prof W David Robbins Dec 16 article on exempting savings account interest from income taxes; calls for $2,000 ceiling on amount of exempt interest per family (S), Ja 6,III,14:3
Cross References (for example: look under the subject Heading "Credit (General) — United States" for an article on the subject that was in the June 11 issue of the NYT)
Abstracts (summary) of articles
Indicates size of article: in this case a short article
Date of Article
Section 3
Page 14
Column 3
Citations

The Personal Name Index to the New York Times Index, 1851-1974 (Supplements, 1975-), is an important related source. It is shelved next to the *New York Times Index*. Arranged alphabetically by personal name and subject categories, each citation gives the year and page number of where that name appears in the *New York Times Index*. This is a useful quick reference tool when you are unsure of a date but want to find out specific information about a person you are sure was in the news.

USING THE SERIAL RECORD

In order to find periodicals in The College of Wooster library system, you need to use the Andrews Library **Serial Record**. The *Serial Record* is an alphabetical list of serials that are housed in Andrews Library or in one of the departmental science libraries (Biology, Chemistry, Physics). A SERIAL is any publication issued in parts, usually at regular intervals (daily, monthly, etc.), and intended to be continued indefinitely. Magazines, journals, periodicals, newspapers, and periodical indexes are all SERIALS.

The *Serial Record* lists titles of current subscriptions and titles of serial publications not currently received but still owned by and housed in one of the College's libraries. The serial titles are arranged in alphabetical order. Numerous copies of the *Serial Record* are located on all floors of the library. One copy is always kept at the Circulation Desk. (Note: Serials that are published annually or less frequently are listed in the card catalog, not in the *Serial Record*.)

The actual holdings and location of each serial are indicated after each entry in the *Serial Record*. A special "code" indicates the holdings, and a call number or other special symbol indicates the location.

Following are some explanations of the special "code" and location symbols used in the *Serial Record*:

1. Holdings by volume and year are shown immediately below each title. The call number for bound periodicals is displayed to the right of the holdings. A hyphen (-) without a closing date indicates that the title is currently received. See the example below:

   VICTORIAN STUDIES
   1- 1957- PER DA20.V5

2. Some serials are no longer received. This is indicated by closing the holdings code with volume and year numbers, as in the example below:

   WORLD OUTLOOK
   2-5 1916-1919 PER AP2.W7485

3. When a volume is missing one or more issues, it is considered incomplete. This is indicated by enclosing volume and year numbers in parentheses. In this entry, volume one, which covers the years 1820-1821, is incomplete:

   DEBTOR'S JOURNAL
   (1) (1820-1821) APS 1800-1950 REEL 100

4. If the Library is missing a volume, a comma is inserted to indicate a missing volume. In the entry below, volume 31 for 1959 is not in the Library's holdings:

   JOURNAL OF MODERN HISTORY
   1-30, 32- 1929-1958,1960- PER D 1.J6

5. If the title of a serial has changed, the earlier title is designated by a CONTINUES reference, whereas the later title is specified by a CONTINUED BY reference. Note the relationship of the following two titles:

   CANADIAN JOURNAL OF THEOLOGY PER BR1.C154
   13-16 1967-1970
   CONTINUED BY STUDIES IN RELIGION
   STUDIES IN RELIGION
   1-6 1971-1976(1977) PER BL1.S8
   CONTINUES CANADIAN JOURNAL OF THEOLOGY

6. CURRENT PERIODICALS are in alphabetical order on the Current Periodical shelves on Level 4 for approximately 12 months. CURRENT ISSUES OF NEWSPAPERS are in alphabetical order in the Newspaper area on Level 3 (See Map).

7. BOUND PERIODICALS are arranged by call number in the bound periodical section on Level 4. The bound periodical call numbers begin with the letters "PER." For example: PER NA4.C3

8. Sometimes BACK FILES of periodicals and newspapers are in MICROFORM and shelved in the A-V Center on Level 2. The *Serial Record* indicates if the material is in MICROFICHE or MICROFILM as in the examples that follow:

CRISIS
1-47,80- 1910-1940,1973 MICROFICHE
WALL STREET JOURNAL
1948- MICROFILM

9. If a periodical is a UNITED STATES GOVERNMENT PERIODICAL and is shelved in our Government Publications area by its Superintendent of Documents number, the documents number will be listed as follows:

OCCUPATIONAL OUTLOOK QUARTERLY		DOCUMENT
(10)11-17(18)19-	(1966)1967-1973(1974)1975-	L 2.86:

10. If a periodical is located in one of the departmental science libraries, the Call Number indicates which library, as in these examples:

BIOLOGY	CHEMISTRY	PHYSICS
PER QH301.J73	PER QD1.J945	PER QC770.P45

11. Andrews Library has some specialized MICROFORM COLLECTIONS that are located in the A-V Center on Level 2. These microform collections include some very important historical and subject related periodicals. (For a more complete description of these collections see the section "Special Collections Owned by Andrews.") The periodicals included in these collections have been entered into the *Serial Record* with special MICROFORM SERIES NOTATIONS to indicate their series and reel numbers. Be sure to copy down the entire notation. Following are examples of each notation:

AMERICAN PERIODICAL SERIES sample entry:
EMERALD (BALTIMORE)
1 1810-1811 APS 1800-1850 REEL 101

THE ATLANTA UNIVERSITY—BELL AND HOWELL BLACK CULTURE COLLECTION sample entry:
ABOLITIONIST (BOSTON)
(1) (1833) BCC REEL 247 #1

HERSTORY sample entry:
BREAD AND ROSES
OCT (1970) HER ROLL 13

THE LIBRARY OF AMERICAN CIVILIZATION sample entry:
ARENA
1-14 1889-1894(1895) LAC 30626-30639

The *Serial Record* will be updated and revised at regular intervals to reflect changes in the collection such as added or dropped subscriptions.

If a periodical is not where it belongs, inquire at the Circulation Desk to find out if it has been borrowed by someone else, put on closed reserve, or sent out to the bindery. If you need further interpretation of the *Serial Record*, consult a reference librarian or a member of the circulation staff.

BASIC BIOGRAPHICAL SOURCES

A BIOGRAPHY is the recorded history of a person's life. Types of biographical sources vary. Some are one-volume sources that include concise summaries of life data on numerous people, often referred to as "who's who" sources. Others are periodical articles, essays, or whole books that present in-depth interpretations of one person's life.

There are thousands of sources for biographical information, which often makes it difficult to choose a source that includes the information you seek. Listed below are a few sources that you will welcome whenever you search for biographical data on your own. The first two are general indexes to a great many biographical sources. The others are important biographical tools that will be of interest to you.

Please remember that the examples given do not cover the entire realm of biographical information, and that a librarian can be one of your best guides to the information you need.

BIOGRAPHICAL INDEXES

Biography and Genealogy Master Index, 1980; Supplements, 1981- (INDEX ref. Z5305.U5 B57 1980)

This multi-volume alphabetical index contains several million citations to biographical articles appearing in hundreds of contemporary "who's whos" and other works of collective biography. The citations are taken from present-day sources (the largest percent), historical sources, general sources, and literary sources. Business and scientific biography are not so well represented, though a few major works in these areas are included. Though comprehensive in scope, this index does NOT include every available biographical source.

Biography Index, 1947- (INDEX ref. Z5301 .B5)

Biography Index is a quarterly index to biographies that appear in books, more than 1,500 periodicals, and the obituary columns of the *New York Times*. This index covers biographies written in English of people from all walks of life and all periods of history. The index is in two sections. The first section is an alphabetical list of names giving full name, birth and death dates, nationality, and occupation of each person included, along with citations to relevant biographical sources. The second section is an index by profession or occupation, with large categories divided by nationality.

EXAMPLES OF BIOGRAPHICAL SOURCES

Contemporary Authors, 1962- (ref. Z1224 .C59 to ref. Z1224 .C62)

This is one of the most comprehensive sources for up-to-date, concise information on non-technical contemporary authors. Included are authors from many countries, who are either living or deceased since 1960. Short biographical sketches along with lists of related biographical/critical sources are given for both obscure and newly prominent persons. Often there is a cumulated index in the back of one of the current volumes.

Dictionary of American Biography (DAB) (ref. E176 .D56)

This multi-volume set, along with its supplements, contains biographical essays on important deceased figures in United States history.

Dictionary of National Biography (ref. DA28 .D45)

This multi-volume set, along with its supplements, contains biographical essays on important deceased figures in British history.

FINDING BOOK REVIEWS

The easiest way to find BOOK REVIEWS is to use an index to book reviews. In order to use one of these indexes, it will be helpful to know:

1) the AUTHOR's full name,
2) the exact TITLE of the book,
3) the YEAR the book was published (Note: Check the book for copyright date on the back of the title page. If two dates are given, use the earlier date. Consult the card catalog or the OCLC terminal for this information if you do not have the book with you.)

Following are three of the most used indexes to book reviews and examples of how to use them:

EXAMPLES OF INDEXES TO BOOK REVIEWS

Book Review Digest, 1905- (INDEX ref. Z1219 .C96)

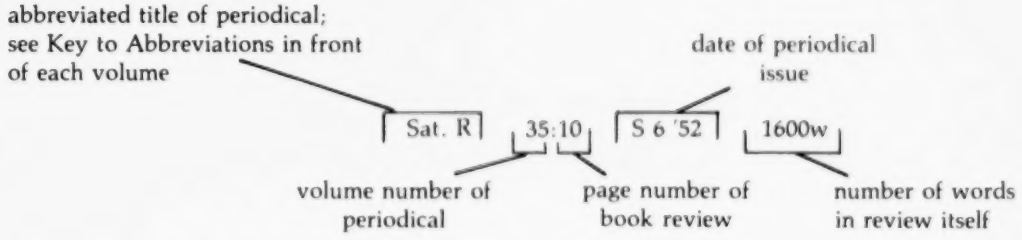
Book Review Digest contains citations and short summaries of selected book reviews of both fiction and non-fiction works published in the U.S. Every book indexed has received several published reviews. Published monthly, with annual cumulations, *Book Review Digest* indexes reviews from almost 100 scholarly and popular periodicals. It is arranged alphabetically by author, with a subject and title index in the back of each issue or volume. There is a cumulated Author/Title index that indexes the book reviews listed in *Book Review Digest* from its inception through 1974: *Book Review Digest: Author/Title Index, 1905-1974* (shelved next to *Book Review Digest*).

SAMPLE SEARCH:

For book reviews of *The Old Man and the Sea* by Ernest Hemingway, published in 1952, a good place to start searching is in the 1952 volume of *Book Review Digest* under: Hemingway, Ernest.

First you'll find a brief summary of the book. Next, you'll find short quotations from book reviews along with specific citations for periodicals containing these book reviews. (Note: If the book is not listed in *Book Review Digest* in the year of publication, try the following year. Reviews are often several months behind.)

Sample periodical citation:


abbreviated title of periodical; see Key to Abbreviations in front of each volume
date of periodical issue
Sat. R
35:10
S 6 '52
1600w
volume number of periodical
page number of book review
number of words in review itself

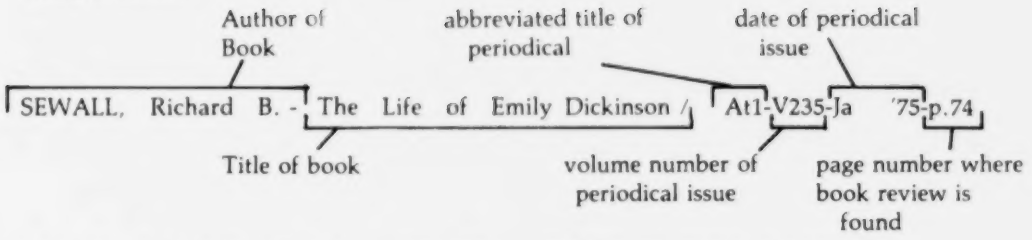
Book Review Index, 1965- (INDEX ref. Z1035 .A1B6)

Book Review Index is much more comprehensive than *Book Review Digest*. It lists reviews for 35,000 new books each year that are taken from over 200 scholarly and popular periodicals. A citation is given for each review so the student can locate the entire review, though excerpts from reviews are not provided. Coverage is extensive: fiction, non-fiction, humanities, social sciences, librarianship, bibliographies, general sciences, and juvenile books. *Book Review Index* is published bimonthly with annual cumulations, and it cites only those reviews appearing in or after 1965. For reviews earlier than 1965, use *Book Review Digest*.

SAMPLE SEARCH:

Knowing that Richard Sewall's *Life of Emily Dickinson* was published in 1974, you would probably think the 1974 volume of *Book Review Index* is a logical place to begin your search for a review of that biography. But don't stop there, because in the 1975 volume, twenty reviews are cited under the author entry, "SEWALL, Richard B."

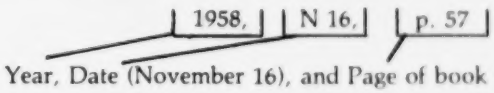
Sample citation:


Author of Book
abbreviated title of periodical
date of periodical issue
SEWALL, Richard B. - The Life of Emily Dickinson / At1-V235-Ja '75-p.74
Title of book
volume number of periodical issue
page number where book review is found

New York Times Book Review Index, 1896-1970. (INDEX ref. Z1035 .A1N4)

This index covers virtually everything that was printed in the *New York Times Book Review* through 1970. It can be used in conjunction with the microfilm copies of the *New York Times* that are located in the A-V Center on Level 2. The book review section of the *New York Times* reflects literary, political, social, artistic, and scientific trends in American life, the *New York Times Book Review Index, 1896-1970* provides a key to that vast source.

Sample citation:



Year, Date (November 16), and Page of book review in *N.Y.T. Book Review*

INDEXES TO ANTHOLOGIES

Although the Card Catalog can lead you to much of the material in the Library, it cannot provide access to everything. Works included in an anthology are often missed by the student using the Card Catalog. An anthology is a collection of several works printed together in one volume under one collective title. To find essays, poems, plays, short stories, speeches, and quotations, the most useful finding devices are often indexes to anthologies.

Following are sample titles of indexes to anthologies:

ESSAYS	*Essay and General Literature Index* (INDEX ref. AI3 .E752)
POEMS	*Granger's Index to Poetry* (ref. PN1022 .G73)
PLAYS	*Play Index* (ref. Z5781 .P53) *Ottmiller's Index to Plays in Collections* (ref. Z5781 .08 1976)
SHORT STORIES	*Short Story Index* (ref. Z5917 .S5C6)
SPEECHES	*Speech Index* (ref. AI3 .S85)
QUOTATIONS	Bartlett, John. *Familiar Quotations.* (ref. PN6081 .B27)

These indexes tell you in which anthology a particular essay, poem, play, short story, speech, or quotation can be found. There are many other similar indexes that are not listed here.

Following is a detailed description of *Essay and General Literature Index:*

Essay and General Literature Index, 1900/33- (INDEX ref. AI3 .E752)

This index supplements the Card Catalog by indexing essays and articles found in books. It is useful when you are looking for literary criticism, biographical and critical matter about people, and analytical selections on a wide variety of subjects: philosophy, religion, social science, political science, economics, law, education, linguistics, science, the arts, literature, and history. Published every year and cumulated every five years, this index is arranged alphabetically by author, subject, and occasionally essay title. In the back of each volume is a "List of Books Indexed."

Following is an excerpt from *Essay and General Literature Index:*

Person (or Subject Heading) ——— **Skinner, Burrhus Frederic**

Essay or Article BY the Person (B.F. Skinner) ——— **The steep and thorny way to a science of behaviour.** *In* **Harré, R. ed. Problems of scientific revolution p58-71**

About

Essays or Articles ABOUT the Person or his/her works ———

Corson, J. A. Families as mutual control systems: optimization by systemization of reinforcement. *In* Behavior modification and families p317-30

Day, W. F. On the behavioral analysis of self-deception and self-development. *In* Mischel, T. ed. The self p224-49

Fancher, R. E. Modern pioneers: Jean Piaget and B. F. Skinner. *In* Fancher, R. E. Pioneers of psychology p339-72

About individual works

Beyond freedom and dignity

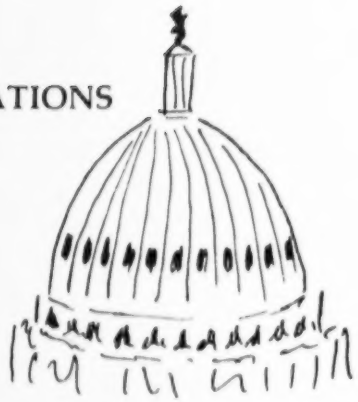
Essays or Articles about the Person's INDIVIDUAL WORKS, in this case B.F. Skinner's *Beyond Freedom and Dignity* ———

Flew, A. G. N. Human psychology and Skinnerian behaviourism. *In* Flew, A. G. N. A rational animal p140-50

Kraus, E. M. Individual and society: a Whiteheadian critique of B. F. Skinner. *In* Roth, R. J. ed. Person and community p103-32

The Essay or Article is found "In" this book on the pages given. Verify it by looking in the back of the volume under "List of Books Indexed," then go to the Card Catalog to see if the Library owns the book. ———

U.S. GOVERNMENT PUBLICATIONS



The U.S. Government is one of the world's largest publishers, printing over 60,000 titles each year. There is a wealth of information found in Government Publications. Andrews Library is a selective depository, which means we choose to receive only those documents which support our curriculum, I.S. program, faculty research, and community interests.

Government Publications are shelved in order by their Superintendent of Documents numbers (See the section "Superintendent of Documents Classification System" in this handbook.) Current publications (latest ten years) are shelved in the south end of level three, and historical publications are shelved on Level 1.

Most Government Publications are NOT included in the Andrews Library Card Catalog. They are accessed through printed indexes which are on index tables in the Government Publications area (Level 3).

A few of the basic indexes are listed below. If you need any assistance with these indexes, please feel free to ask a librarian for help.

SELECTED GOVERNMENT PUBLICATION INDEXES:

Document Ref.Table Ref. Z7554 .U5A46

American Statistics Index (ASI), 1974- , v.1-

ASI is a comprehensive guide and index to the statistical publications of the U.S. Government. It identifies, indexes, and provides abstracts for the publications of more than 400 sources in the executive branch, Congress, and other entities.

Document Ref.Table Ref. KF49 .C62

Congressional Information Service. **(CIS) Index to Publications of the United States Congress**, 1970- , v.1-

CIS identifies, indexes, and provides abstracts for Congressional publications: hearings, committee prints, reports, documents, and Senate executive reports.

Document Ref. microfiche GP 3.22/3:

GPO Sales Publications Reference File (P.R.F.), bimonthly

The *P.R.F.* is a "books-in-print" catalog in microfiche of all publications currently offered for sale by the Superintendent of Documents.

Document Ref.Table Ref. Z1223 .Z7I5

Index to U.S. Government Periodicals, 1970-, v.1-

The *Index to U.S. Government Periodicals* is a quarterly author and subject index to over 180 periodicals published by the government.

Document Ref. Table Ref. Z1223 .A18

Monthly Catalog of United States Government Publications, 1895- , v.1-

The *Monthly Catalog* is the most comprehensive index to U.S. Government Publications. It indexes by authors, titles, subjects, series/report numbers, stock numbers, and title key works.

HISTORY OF THE LIBRARY, 1870 - 1987

Soon after the College's founding, a library was established in Old Main Hall. It was a one room affair, with only limited borrowing privileges for students and no reading room for study. However, through generous donations and the efforts of students and faculty, a library with better facilities began to take shape.

There were nearly 15,000 volumes in 1892, the year librarian Thomas K. Davis produced a book catalog of the holdings for use by the College community. When the Frick Library (now the Art Department and Museum) was constructed in 1900, the Library had 28,000 volumes and its own building. At that time it began to apply more modern methods of organizing materials.

The next fifty years saw continued growth of the collection and the introduction of professional reference services, interlibrary loan, and enhancement of cataloging procedures. During the late 1940s and 1950s, further expansion occurred with the introduction of the Independent Study Program. By the late 1950s, with the collection exceeding 140,000 volumes, a new building was required.

In 1962, Andrews Library was constructed, made possible principally by the generosity of Mrs. Matthew Andrews of Cleveland. In 1966, Andrews Library was designated a depository for U.S. Government publications. A year later, the College became a charter member of the Ohio College Library Center, which in the 1970s revolutionized library cataloging.

In 1971, a centralized audio-visual center was begun, and in 1978, the Library became a member of NEOMARL (Northeast Ohio Major Academic and Research Libraries), a consortium of libraries in the Cleveland/Akron area which share their resources and services.

Today, Andrews Library includes approximately 841,000 items: 330,000 books and bound periodicals, 145,000 microforms, 7,000 phonorecords, tapes and other audio-visual materials, and 359,000 U.S. Government publications.

SPECIAL COLLECTIONS OWNED BY ANDREWS

Andrews Library houses in various locations a number of special microform, book, pamphlet, and miscellaneous collections. These collections cover a wide variety of subject areas, all of which are valuable for research. Though much of the material in these collections can be found by using the Andrews Library Card Catalog or *Serial Record*, a great deal must be found by using other means. The purpose of this section is to describe these collections briefly and to discuss how to access the information in each individual collection. If you would like to know more about any of these collections, feel free to ask a Reference Librarian.

AMERICAN CULTURE SERIES (ACS)

American Culture Series (ACS) is a microfilm collection of basic source materials for the study of American civilization. It includes books and pamphlets published between 1493 and 1875. Most of the materials in this collection are in English.

ACS is published in two parts. *Series I* consists of 253 carefully selected titles published between 1493-1800. *Series II* includes over 5,000 titles covering a wide range of subjects and published between 1801-1875. Andrews Library owns all of *Series I* (Reels 1-26) and a part of *Series II* (Reels 27-118) which contains 630 of the 5,000 titles. The reels are located in microfilm cabinets in the A-V Center on Level 2.

Each title in this series that is owned by Andrews Library can be located in the Card Catalog under author, title, or subject. Also, a useful bibliography that lists all the titles included in the *ACS* along with other related materials is David R. Weimer's *Bibliography of American Culture, 1493-1875* (Ref. Z1215 .A585).

AMERICAN PERIODICAL SERIES (APS)

The *American Periodical Series (APS)* is a microfilm collection of periodicals published in the United States in the 18th and 19th centuries. Andrews Library owns the entire *APS 18th-Century Series* (Reels 1-33) and a part of the *APS 19th-Century Series* (Reels 1-166). The reels are located in microfilm cabinets in the A-V Center on Level 2.

Each periodical title included in the *APS* can be found listed in the Andrews Library *Serial Record* (see the section "Finding Periodicals in the Library" in this handbook). A useful title and reel number index to this series is *American Periodicals, 1741-1900: An Index to the Microfilm Collections* (Ref. Z6951 .H65). Also, individual articles in some of these journals are indexed by subject in *Poole's Index to Periodical Literature* (INDEX Ref. AI3 .W3).

ATLANTA UNIVERSITY — BELL & HOWELL BLACK CULTURE COLLECTION (BCC)

The Atlanta University — Bell & Howell Black Culture Collection (BCC) is a microfilm collection that includes 7,000 books, pamphlets, special papers, government publications, and periodicals dealing with all aspects of the Black experience. There are four sections: "Africa," "United States," "South America and the West Indies," and "Slavery in History." Andrews Library has the entire collection of 652 reels, which are shelved on the microfilm shelves in the A-V Center by call number (Microfilm GN 645 .B53).

The titles in the *BCC* CANNOT be found through the Card Catalog. The following book catalogs to the collection are your guide to its use: *Atlanta University — Bell & Howell Black Culture Collection: Catalog* (Ref. Z881 .A8) and *Atlanta University — Bell & Howell Black Culture Collection: Contents By Reel* (Ref. Z881 .A8C6). Each section of the *BCC* has its own book catalog that provides access by author, title, and subject. Extra copies of these catalogs are located on top of the *Library of American Civilization* ultrafiche cabinet in the A-V Center on Level 2. The journals in the *BCC* are listed in the Andrews Library *Serial Record* (see the section "Finding Periodicals in the Library" in this handbook).

Materials in the *BCC* are selected from the following collections at Atlanta University: The Henry P. Slaughter Collection, the Trevor-Arnett Library, and the Tuttle Pamphlet Collection — a collection

which focuses on the antislavery movement in the U.S. and the British Commonwealth (indexed in the back of the "United States" catalog). Pertinent Atlanta University master's theses are also included.

FOREIGN BROADCAST INFORMATION SERVICE (F.B.I.S.)

The Foreign Broadcast Information Service (F.B.I.S.) monitors hundreds of foreign radio news transmissions, newspaper editorials, articles, and magazine features. The best of these are translated and made available in the *F.B.I.S. Daily Reports* series which is housed in the Government Publications area. The countries covered are divided into eight geographic areas: China, Eastern Europe, Soviet Union, Asia and Pacific, Middle East and Africa, Latin America, Western Europe, and South Asia. This microfiche collection (PrEx 7.10:), which the library began receiving in 1981, is indexed by *Index, Foreign Broadcast Information Service. Daily Report:* (Doc Ref. Table Z7161 .A15D).

GREGG D. WOLFE MEMORIAL LIBRARY OF THE THEATER (symbols GW or G.W.)

The *Gregg D. Wolfe Memorial Library of the Theater* is a collection of books, playbills, and pamphlets on broadly varying aspects of drama and the theater. The books in this collection can be found through the Card Catalog, and will have a special symbol (GW or G.W.) above the call number on each Catalog Card. The playbills and pamphlets are not indexed in any way. If you wish to see any of the materials in this collection, please ask a Reference Librarian to show them to you.

HERSTORY (HER)

Herstory is a microfilm collection dealing with "the evolution of modern women" to 1971. Included are newsletters, journals and newspapers by and about women's liberation, civic, professional, religious, and peace groups. Most of the material was published between 1968 and 1974. Although *Herstory*, with its two supplements, consists of 90 rolls of microfilm, Andrews Library owns *Herstory I* only, the first 23 rolls of the collection. The collection is shelved on the microfilm shelves in the A-V Center by call number (Microfilm HQ 1426 .H47). A guide to the collection, *Herstory Microfilm Collection: Table of Contents* (ref. HQ 1426 .H47), is located in the Reference area. The titles included in *Herstory* are listed in the *Serial Record*.

HUMAN RELATIONS AREA FILES (HRAF)

The *Human Relations Area Files (HRAF)* is a microfiche collection of ethnographic materials on many different cultural groups throughout history. The purpose of this collection is to allow quick access to a number of publications containing information on specific cultural groups and/or specific cultural traits within those groups.

A complete ANNOTATED BIBLIOGRAPHY of the publications used in the files is provided for each cultural group on the *HRAF* microfiche labeled category 111. The complete TEXTS of these publications are also provided for each group on the *HRAF* microfiche labeled category 116.

The Card Catalog does NOT index the materials included in *HRAF*. The procedure for using the files is first to identify the group of people to be studied by using the *Outline of World Cultures* (Ref. H62 .B36), then to identify specific aspects of their culture by using the *Outline of Cultural Materials* (Ref. H62 .B36). A detailed description of how *HRAF* works is included in the *HRAF Research Guide* (Ref. GN4 .H8). Copies of these three publications are located on top of the *HRAF* microfiche cabinets in the A-V Center on Level 2. Don't hesitate to ask a Reference Librarian for help when using the *HRAF* collection.

Andrews Library does NOT receive current updates to the *HRAF* collection, but the material we do have is useful for historical research on world cultures.

JOINT PUBLICATIONS RESEARCH SERVICE (J.P.R.S.)

The *Joint Publications Research Service (J.P.R.S.)* selects, translates, and abstracts (summarizes) foreign language political, scientific, and technical reports from eight geographic areas: China, Eastern Europe,

Soviet Union, Asia and Pacific, Middle East and Africa, Latin America, Western Europe, and South Asia. This microfiche collection, which we began receiving in 1981, is housed in the Government Publications area (PrEx 7.13: to PrEx 7.23:). It is indexed by *Transdex Index* (Doc Ref. Table Ref. Z7403 .C38).

LIBRARY OF AMERICAN CIVILIZATION (LAC)

The *Library of American Civilization (LAC)* is an ultrafiche collection of 10,000 books, periodicals, pamphlets, and government publications, all dealing with various aspects of American civilization from the discovery of North America to the outbreak of World War I.

The Card Catalog does NOT index the materials in the *LAC*. A 5-volume book catalog, the *Microbook Library of American Civilization* (Ref. Z1236 .L5 1971), indexes the collection. This book catalog includes an author catalog, a title catalog, a subject catalog, and a topical index called the "Biblioguide Index." An extra copy of the book catalog is kept on top of the *LAC* ultrafiche cabinet in the A-V Center on Level 2.

LIBRARY OF ENGLISH LITERATURE (LEL)

The *Library of English Literature (LEL)* is an ultrafiche collection of works of English literature from the Anglo-Saxon period to 1900. Included in this collection are editions of all major and many minor literary works, supplemented by important historical and critical materials. Andrews Library holds only Part 1 (Beginnings to 1660).

The works included in *LEL* CANNOT be found through the card catalog. There is a one-volume, author and title book catalog, which must be used to identify and locate publications in the *LEL* collection — *The Microbook Library of English Literature: Author and Title Catalog* (Ref. Z2011 .L73). An extra copy of this book catalog is kept on top of the *LEL* ultrafiche cabinet in the A-V Center on Level 2.

LINCOLN LIBRARY, GIFT OF HOMER E. McMASTER (symbol LM)

The *Lincoln Library* is a collection of books, pamphlets, extracts, and memorabilia pertaining to Abraham Lincoln. The books and pamphlets in this collection can be found through the Card Catalog, and will have a special symbol (LM) above the call number on each Catalog Card. To use the materials in this collection please ask a Reference Librarian.

McGREGOR COLLECTION (symbol TM)

The *McGregor Collection* is a collection of early Americana (rare and scarce materials on American history), expecially 18th century materials. All of these books can be found through the Card Catalog, and will have a special symbol (TM) above the call number on each Catalog Card. If you wish to see any of the materials in this collection, please ask a Reference Librarian to retrieve them for you.

NEWSBANK

NewsBank is best described as a newspaper clipping file on microfiche and is most useful for local perspectives on major issues and news events. It includes articles from over 180 major newspapers across the United States, covering at least two newspapers per state. Articles selected are grouped in the following categories: Business and Economic Development, Consumer Affairs, Education, Employment, Environment, Government Structure, Health, Housing and Land Development, International Affairs and Defense, Law and Legal Systems, Political Development, Social Relations, Transportation, and Welfare and Social Problems.

Articles in the *NewsBank* collection are listed by subject in the monthly *NewsBank Index*. More recent issues of the *NewsBank Index* cumulate quarterly, then annually. Andrews Library owns the collection for the years 1970-1974 and 1985-present. The microfiche for 1970-1974 are kept in the A-V Center, and the corresponding *NewsBank Index* issues are shelved in Reference (INDEX ref. HT151 .N4 — Index 6). The microfiche for 1985-present are kept in the Reference Microfiche Cabinet, with the corresponding *Index* issues shelved on top of that same cabinet.

NOTESTEIN COLLECTION (symbols n.r.j. and n.r.w.)

The *Notestein Collection* is primarily 17th century British studies material, including numerous pamphlets as well as books, all housed in a special room provided by the Notestein family. Most of the materials are from the library of the late Wallace Notestein, but some are from the late Jonas Notestein's library. The materials in this collection can be found through the Card Catalog, and will have a special symbol (n.r.j. or n.r.w.) above the call number on each Catalog Card. If you need any of these materials for your research, please ask a Reference Librarian to retrieve them for you.

PAUL O. PETERS COLLECTION

The *Paul O. Peters Collection* is a vertical file collection of manuscripts, pamphlets, and miscellaneous extracts of various types of literature pertaining mainly to Right Wing American politics. Much of the material was printed during the McCarthy era. This material CANNOT be found through the Card Catalog. A general guide to the collection is David O. Wise's *A Guide and Index to the Paul O. Peters Collection of Rightist Materials* (Ref. Z7165 .U5W5). If you are interested in working with these materials, please ask a Reference Librarian to show them to you.

TREASURE ROOM (symbol T or t.r.)

The *Treasure Room* houses a collection of miscellaneous rare books, periodicals, manuscripts, and other materials that are of value. Most of these materials can be found through the Card Catalog or *Serial Record* and will have a symbol (T, t.r., or Treasure Room) above the call number. If you need to use any of these materials, please ask a Reference Librarian to retrieve them for you.

WOOSTER ARCHIVES

The *Wooster Archives* is a miscellaneous collection of publications, papers, maps, scrap books, photographs, records, audio tapes, and other historical materials about The College of Wooster. The official College publications (*Catalogue, Post-Graduate and Wooster Quarterly, Alumni Magazine*, etc.) and major student publications (*Voice, Index, Literary Messenger, Thistle*, etc.) can be found through the *Serial Record* or Card Catalog with a location symbol above the call number. If you need any of the material included in the Wooster Archives, please consult a Reference Librarian.

WOOSTER COLLECTION (symbol w.c.)

The *Wooster Collection* is a collection of books by faculty or alumni of The College of Wooster. These books can be found by using the Card Catalog, and will have a symbol (w.c.) over the call number on the catalog card. The collection is shelved on Level 5 (see the Level 5 Map), and is open to the public.

LIBRARY LINGO

ABSTRACT: A short summary of a book, periodical article, report, essay, etc. When included in a bibliography or an index, the abstract is usually accompanied by a complete bibliographic citation (see CITATION).

AUDIO-VISUAL MATERIALS: Materials such as films, filmstrips, slides, tapes, records, and multi-media kits, all requiring the use of specially designed equipment for their use. A-V materials are sometimes referred to as non-print materials.

AUDIO-VISUAL SERVICE DESK: The desk on Level 2 in the A-V Center where curriculum materials, audio-visual materials, microfiche found in the A-V Center, and related equipment are borrowed or rented and returned; overdue fines for such materials and equipment are paid; A-V, language lab, and music listening reserves are kept; assistance with all A-V and microform equipment is offered; and access to the Graphics Room is handled (see AUDIO-VISUAL MATERIALS and the section on the "Audio-Visual Center" in this handbook).

BIBLIOGRAPHY: A list of books, periodical articles, essays, and/or other printed or audio-visual materials usually grouped together by a common theme such as by subject, author, or literary form (poetry, drama, etc.).

BIOGRAPHY: A written account of a person's life. It can range in length from a short essay in a book or encyclopedia, to a full length article in a periodical, to an entire book.

CALL NUMBERS: Symbols, usually alphabetical and/or numerical in nature, that are assigned to books, periodicals, and other library materials to indicate the location and position of the materials on the shelves. Call numbers appear on the material (on or near the spine), on catalog cards, and in the *Serial Record*.

CARD CATALOG: The large card file near the Reference Area that indexes the books, A-V materials, annuals, and microform collections owned by Andrews Library. The cards are arranged by author, title, and subject, all interfiled alphabetically. Each card gives a call number for the item and sometimes other location symbols, as well as relevant bibliographic information and related notes of importance.

CIRCULATION DESK: The desk on Level 3 where books, periodicals, government publications, document microfiche, and reserve materials are borrowed and returned; study carrels are assigned; overdue fines are paid; tracer forms are filled out; and change for photocopy machines is available.

CITATION: A reference to a book, periodical article, report, essay, play, microform, or other material. It usually includes the author, title, place of publication, publisher, date of publication, and any other notes needed to identify the material (editor, illustrator, volume number, etc.).

COMPUTER LITERATURE SEARCHING: A method of researching a topic through a computerized system. To access information in online databases, a librarian types in terms relevant to a person's subject of interest and retrieves a list of citations (sometimes with abstracts) on that subject (see DATABASE, DIALOG, and the "Reference Services" section in this handbook).

CORPORATE ENTRY: A corporate body, such as a college, university, government body, business, or other institution, will often have a publication issued in its name rather than in an individual's name. In a Card Catalog, the name of a corporate body will then be used in the place of an author. In other words, the corporate entry functions as the author in the main entry (see MAIN ENTRY CARD).

DATABASE: A computerized file or index of information (in this case, usually a periodical index or an index of other types of publications) that can be accessed via a computer terminal and a telephone. In computer literature searching, a librarian can search over 250 different databases (see COMPUTER LITERATURE SEARCHING).

DEWEY DECIMAL CLASSIFICATION: A system of call numbers used for a small part of the Andrews Library collection. Each Dewey call number begins with a whole number, is often followed by a decimal number, and is sometimes followed by a letter or letters. "Dewey" books can be found either on Level 1 or with some of the library's special collections and are accessed through the Card Catalog (see section on "Call Numbers" in this handbook for a sample Dewey call number).

DIALOG: Currently this is the commercial information retrieval service through which the Andrews Library staff does its computer literature searching (see COMPUTER LITERATURE SEARCHING).

GOVERNMENT PUBLICATIONS: In Andrews Library, publications issued by any U.S. federal government body (agency, department, office, committee, etc.) are considered to be Government Publications. Most of these publications are not found through the Card Catalog. They are found through specialized indexes located in the Government Publications area. (NOTE: Other publications issued by cities, states, foreign countries, and international organizations are often referred to as government publications. Andrews Library does have a few of these other publications which are found through the Card Catalog.) (See the section "U.S. Government Publications" in this handbook.)

HOLDINGS: Any materials owned by the library. Holdings notations often include copy numbers, volume numbers, and years that the library owns. Lists of Andrews Library holdings can be found in the Card Catalog, *Serial Record*, shelflist, documents shelflist, numerous bibliographies created by the library staff, and miscellaneous catalogs of special collections owned by the library.

INTERLIBRARY LOAN: A system by which Andrews Library can borrow library materials from another library for your use at your request. Also referred to as ILL (see the section "Interlibrary Loan (ILL)" in this handbook.)

LIBRARY OF CONGRESS CLASSIFICATION SYSTEM: The system of call numbers that is used for a major part of the Andrews Library collection. This system is easily distinguished from the Dewey system because Library of Congress call numbers begin with letters, rather than numbers (see the section "Call Numbers" in this handbook).

MAIN ENTRY CARD: The basic record, or most complete catalog card, for an item owned by the library. It is usally an author card, but it can be a corporate entry card or a title card (see sections that discuss the "Card Catalog" in this handbook).

MICROFICHE: Microforms on flat sheets of photographic film (see MICROFORMS).

MICROFILM: Microforms on rolls of photographic film (see MICROFORMS).

MICROFORM READER/PRINTERS: These machines enable one to make photocopies from microfilm or microfiche. Keys to these machines are available at the A-V Service Desk. Andrews Library does not have the facilities to make photocopies from ultrafiche.

MICROFORM READERS: Machines designed specifically for the reading of microforms, allowing the user to read magnified projections of printed material from the microforms.

MICROFORMS: Printed material on photographic film (flat or roll film) reduced to micro size. Microforms are convenient space-savers and are easy to use (see MICROFORM READERS and MICROFORM READER/PRINTERS).

OCLC: Founded in 1967 by the Ohio College Association, it was originally called the Ohio College Library Center. In 1977 it changed its name to the Online College Library Center, and eventually reverted to the acronym OCLC, Inc. OCLC, Inc. is a non-profit corporation with a centralized computer system which is designed to enable shared cataloging and interlibrary loan functions among over 5,000 of our nation's libraries (see section "OCLC Terminal" in this handbook).

ONLINE: Connected directly to a central computer, usually via a phone line or other telecommunications system. For example, the OCLC Terminal is online when it is connected to a computer located in Dublin, Ohio. "She is online" means she is using a terminal that is directly connected to a central computer. "Online time" refers to the amount of time a terminal is connected to a centralized computer.

PERIODICALS: Term used interchangeably with magazines, journals, and serials (see SERIAL).

PERIODICAL INDEXES: Reference tools used to locate specific articles in periodicals. They usually index large numbers of periodicals within each volume.

REFERENCE AREA: The area in the library where **REFERENCE SOURCES**, library assistance (Reference Librarians), and computer literature searching are available (on Level 3). This is the place to go to begin searching for the information you need.

REFERENCE SOURCES (OR REFERENCE TOOLS): Essential library materials used when researching a topic or looking for specific information or facts. A few examples of Reference Sources are dictionaries, encyclopedias, periodical indexes, indexes to anthologies, and bibliographies. Reference materials do not circulate.

RESERVE MATERIALS: Library materials that are assigned very limited borrowing periods because of high demand. They are often put "on reserve" by professors for whole classes to read as assignments.

SEARCH STRATEGY: A systematic plan followed when researching literature on a given topic (see section "Developing an Info Search Strategy" in this handbook).

SERIAL: Any publication issued in successive parts that appears at intervals (daily, weekly, monthly, quarterly, etc.) and is intended to continue indefinitely. Periodicals are serials.

SERIAL RECORD: An alphabetical listing of periodicals and newspapers owned by the library indicating what volumes and years the library has and where the materials are located. Copies of the *Serial Record* can be found on tables throughout the library.

SHELFLIST: A separate card catalog arranged in order by call numbers. Marked on each shelflist card is the number of copies and/or volumes of each publication included in the Card Catalog. The library's main shelflist is located in the hallway between the Reference Office and the T.S. Office on Level 3 and is open for public use. The Government Publications Shelflist, also open for public use, is in the Government Publications area on Level 3, and it lists the documents in order by Superintendent of Documents numbers.

SUPERINTENDENT OF DOCUMENTS CLASSIFICATION SYSTEM: An alphabetical/numerical system used for shelving Government Publications similar to the way call numbers are used for other library materials. This system is used for the Publications shelved in the Government Publications areas on Level 3 and 1 (see the section on "Call Numbers" in this handbook).

TECHNICAL SERVICES: The area in a library where much of the behind-the-scenes work is done, such as cataloging materials, checking in periodicals, processing orders, preparing materials to be shelved, and repairing damaged materials.

TERMINAL: A machine with a keyboard similar to a typewriter keyboard that is connected in some way to a central computer. The person operating the terminal uses the keyboard to communicate with the computer by typing in special codes. The terminal is often connected to a screen (cathode-ray tube or CRT) which allows the person using the terminal to see what he/she has typed in and to see the response given by the computer. The OCLC Terminal on Level 3 is an example of such a terminal.

TRACER: A form used by the Circulation Staff when searching for missing books, periodicals, government publications, or other materials. If you are unable to find an item in the library where it belongs, please go to the Circulation Desk and fill out a Tracer form. You will be notified within two or three days whether or not the item has been found.

ULTRAFICHE: Microforms on flat sheets of photographic film, reduced to a smaller size than are microfiche (see MICROFORMS). Can be used on special ultrafiche readers only. Andrews Library does not have any facilities to make photocopies from ultrafiche.

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SYMBOLS AND ABBREVIATIONS USED IN THE CARD CATALOG AND SERIAL RECORD

ACS	American Culture Series (special collection)
ANDREWS ROOM	Andrews Room
APS	American Periodical Series (special collection)
ARCHIVES	Wooster Archives (special collection)
A.V. CENTER	Audio-Visual Center
B	Biography shelved after the Dewey Call Numbers (Level 1)
BCC	Atlanta University — Bell & Howell Black Culture Collection (special collection)
BIOLOGY	Biology Library, Mateer Hall
CHEMISTRY	Chemistry Library, Severance Hall
CIRCULATION DESK	Circulation Desk
c.m.c.	Non-Book Materials in Audio-Visual Center
cop.	copy
DOCUMENT REF.	Government Publications Reference Shelf
DOCUMENT REF. TABLE	Government Publications Reference Tables
DOCUMENTS	Government Publications
GOVT. PUBLN.	Government Publications
GW or G.W.	Gregg D. Wolfe Memorial Library of the Theater (special collection)
HER	Herstory (special collection)
HRAF	Human Relations Area Files (special collection)
INDEX ref.	Reference Indexes & Abstracts area
LAC	Library of American Civilization (special collection)
LEL	Library of English Literature (special collection)
LEVEL 1	Closed Storage Area (ask for material at Circulation Desk)
LM	Lincoln Library, Gift of Homer E. McMaster (special collection)
NEWSPAPERS	Newspapers area
no.	number
n.r.j.	Notestein Collection (special collection)
n.r.w.	Notestein Collection (special collection)
n.s.	new series
P	Pamphlets shelved after the Dewey Call Numbers (Level 1)
PER or per.	Bound Periodicals
PHYSICS	Physics Library, Taylor Hall
pt.	part
Ready Ref.	Ready Reference Shelf near Reference Desk
ref.	shelved in Reference Area
REFERENCE	shelved in Reference Area
ser.	series
suppl.	supplement
T	Treasure Room (special collection)
TM	McGregor Collection (special collection)
t.r.	Treasure Room (special collection)
TREASURE ROOM	Treasure Room (special collection)
vol.	volume
w.c.	Wooster Collection (special collection — Level 5)
WOOSTER COLLECTION	Wooster Collection (special collection — Level 5)

DIRECTORY OF LOCATIONS

LIBRARY OF CONGRESS CLASSIFICATION

A	General	Level 5
B-BD, BF, BH-BX	Philosophy, Psychology and Religion	Level 5
C,D,E,F,	History	Level 5
G,H	Physical Education and Social Science	Level 5
J,K	Political Science and Law	Level 4
L	Education	Level 1
M,N	Music and Art	Level 1
P	Language and Literature	Level 2
Q,R,S,T,U,V	Science and Technology	Level 1
Z	Bibliography	Level 1

DEWEY DECIMAL CLASSIFICATION

100-999	Level 1

OTHER LOCATIONS

Audio-Visual Center	Level 2
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Card Catalog	Level 3
Chemistry Library	Severance Hall
Circulation Desk	Level 3
Government Publications	Level 1 & 3
Indexes and Abstracts	Level 3, Reference
Interlibrary Loan	Level 3
Microforms	Level 2, A-V Center
Newspapers	Level 3
Non-Book Materials	Level 2, A-V Center
Oversize Books	Level 1
Periodicals, Current and Bound	Level 4
Physics Library	Taylor Hall
Reference	Level 3
Textbook Collection	Level 2, A-V Center
Wooster Archives	Level 2
Wooster Collection	Level 5